

REGULAR MEETING OF COUNCIL

AGENDA

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**DATE:** Monday, July 14, 2014  
**TIME:** 4:30 p.m.  
**LOCATION:** Council Chambers, Enderby City Hall – 619 Cliff Avenue

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1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

[Regular Meeting Minutes of June 16, 2014](#)

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3. PUBLIC AND STATUTORY HEARINGS

4. PETITIONS AND DELEGATIONS

5. DEVELOPMENT MATTERS

a. [0001-14-DP-END](#)

pg 7-23

Lot 9, DL 226, ODYD, Plan 151 Except: (1) Parcel A (E10462) and (2) Plan 22948  
Applicant: Cory M. Holdings Ltd.

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

a. [Information Bulletin from RDNO dated July 3, 2014](#)

pg 24

Re: [Status Quo for Recycling Services at Recycling and Disposal Facilities](#)

7. BYLAWS – First Reading

a. [Official Community Plan Consultation and Consideration Prior to Adoption](#)

pg 25-27

[Official Community Plan Bylaw No. 1549, 2014](#)

pg 28-30

A bylaw to adopt an Official Community Plan

Note: *Schedules A – E circulated under separate cover*

**BYLAWS – Adoption**

a. [Municipal Ticketing Information \(MTI\) System Bylaw No 1518, 2013 Amendment Bylaw No. 1548, 2014](#)

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b. [Upgrades to Mill Avenue Loan Authorization Bylaw No. 1544, 2014](#) – Results of Alternate Approval Process – Memo from Chief Financial Officer dated June 24, 2014

pg 35-38

## 8. REPORTS

- a. Mayor and Council
- b. Building Permit Detail Report – June 2014 pg 39-40

## 9. NEW BUSINESS

- a. Royal Canadian Legion – Correspondence dated June 26, 2014 pg 41-43  
Re: New Sign for Cenotaph Park
- b. Memo from Chief Administrative Officer dated June 24, 2014 pg 44-45  
Re: Waste Bins on Public Property
- c. Ministry of Community, Sport and Cultural Development – Correspondence dated June 26, 2014 pg 46-50  
Re: Issues Relating to Medical Marihuana Production in BC
- d. Talon Helicopters – Correspondence dated July 3, 2014 pg 51  
Re: Letter of Notification of low level flights
- e. Regional District of Central Okanagan – News Release dated July 2, 2014 pg 52-57  
Re: Interior Regional Districts Moving 9-1-1 Call Answer to E-Comm
- f. Memo from Chief Financial Officer dated July 2, 2014 pg 58  
Re: Appointment of Chief & Deputy Chief Election Officer
- g. Memo from Chief Financial Officer dated July 8, 2014 pg 59-60  
Re: 2014 School Elections
- h. Memo from Chief Financial Officer dated July 2, 2014 pg 61  
Re: 2014 Election Rates of Pay
- i. UBCM Memo dated June 11, 2014 pg 62  
Re: Response Sought to Building Code and Community Charter Changes
- j. City of Pitt Meadows – Correspondence dated July 2, 2014 pg 63-64  
Re: Unified Building Code Effect on Local Government Provision of Public Safety
- k. Memo from Chief Administrative Officer dated July 4, 2014 pg 65  
Re: UBCM Meetings
- l. Memo from Chief Financial Officer dated July 8, 2014 pg 66-67  
Re: 2014 Strategic Community Investment Fund Letter
- m. Memo from Chief Administrative Officer dated July 8, 2014 pg 68-70  
Re: Girl Guides SOAR Road Closure Request

- n. Memo from Chief Administrative Officer dated July 10, 2014  
Re: Road Capital Projects 2014 Tender Award

pg 71-73

**10. PUBLIC QUESTION PERIOD**

**11. CLOSED MEETING RESOLUTION**

Closed to the public, pursuant to Section 90 (1) (e) 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, June 16, 2014 at 4:30 p.m. in the Council Chambers of City Hall

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Present: Mayor Howie Cyr  
Councillor Tundra Baird  
Councillor Raquel Knust  
Councillor Beryl Ludwig

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

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**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 June 2, 2014

Moved by Councillor Knust, seconded by Councillor Baird that the minutes of the regular meeting of June 2, 2014 be adopted as circulated.

Carried Unanimously

**PETITIONS AND DELEGATIONS**

Corrine Peard, General Manager – Enderby and District Chamber of Commerce

Re: Update on Operations and Current Projects

Ms. Peard introduced Lynn Holmes and Scott Hemenway.

Visitor Centre:

- Two new employees have been hired.
- Summer hours (seven days per week) will commence on June 28<sup>th</sup>.
- Visitor Guides and Explore Enderby guides have been widely circulated.
- They are a community access point for internet use.
- Shop Local initiative has been re-kindled with a local "bucket list" in the guide.

Tourism:

- New website [www.exploreenderby.com](http://www.exploreenderby.com)
- The Goldpanners were a new group this year. Already working on ways of improving for next year.
- Accordion get-together. This was their second year and was better planned.

- Partnership with Shuswap Tourism has been very beneficial. They are able to market in areas that we just cannot afford to. They have a distribution of 35,000 and Enderby is in all of their listings.
- Roots and Blues are being targeted to come back to the area.

Chamber of Commerce:

- Membership is up from 101 to 140. There is a database form on the website that is easy for new members to use.
- Continue to offer education series.
- Business after Business attendance is down.
- Media advertising, including radio.
- Continue to attend Safe Communities and various Area F meetings.

Riverside RV Park:

- Denny Pearson has signed on to manage the park for 3 more years. He has done a great job and takes pride in his work.
- Preparations are being done for SOARS.
- Long term objectives for the park include an extra area for tenting and winterizing the washrooms to capture the snowmobile market.

Corrine reported that there has been some damage to the logs on the Chamber building from exposure to water from the sprinkling system. It is being rectified. Wasps and birds have been a problem getting in between the log joins.

**BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS**

RCMP Victims Assistance Program – Correspondence dated May 27, 2014

Re: Files Specific to Enderby

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

Carried Unanimously

Trustee Variation Review – Correspondence from School District No. 83 dated June 11, 2014

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

Carried Unanimously

**BYLAWS – Adoption**

Parks, Recreation and Culture Fees Imposition Bylaw No. 1535, 2014 Amendment Bylaw No. 1545, 2014

A bylaw to impose fees for providing recreation programs and facilities

Moved by Councillor Baird, seconded by Councillor Ludwig that Parks, Recreation and Culture Fees Imposition Bylaw No. 1535, 2014 Amendment Bylaw No. 1545, 2014 be reconsidered and adopted.

Carried Unanimously

Freedom of Information and Protection of Personal Privacy Bylaw No. 1546, 2014

A bylaw for the administration of the Freedom of Information and Protection of Privacy Act

Moved by Councillor Ludwig, seconded by Councillor Knust that Freedom of Information and Protection of Personal Privacy Bylaw No. 1546, 2014 be reconsidered and adopted.

Carried Unanimously

Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1547, 2014

Replacing Schedule "1"

Moved by Councillor Ludwig, seconded by Councillor Knust that Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1547, 2014 be reconsidered and adopted.

Carried Unanimously

**BYLAWS – 3 Readings**Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1548, 2014

Moved by Councillor Baird, seconded by Councillor Ludwig that Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1548, 2014 be introduced and given three readings.

Carried Unanimously

**REPORTS**Councillor Ludwig

- D-Day celebrations at Cenotaph
- Drill Hall 100<sup>th</sup> Anniversary
- Early Childhood Education
- Citizens on Patrol shift
- Apparently real estate sales are improving in Enderby

Councillor Knust

- FACT Meeting:
  - Attendance has been dwindling
  - Food cupboard is bare at the Resource Centre
  - Fresh foods being offered. A fridge and storage area is needed for perishables.
  - Donations are down. There is a sentiment out there that providing food is "enabling" people. It is very discouraging as there are people going hungry.
  - There is a misconception that it is only young families using the food bank, when in fact there is a number of men, some with mental health issues.
- Resource Centre:
  - Lori Capenello will be taking over for Sue Rossi temporarily (over the summer)
  - Art in the Park this summer
  - Early childhood educator being hired in September. The position is being funded through Success by Six.
  - Youth outreach worker 2 days per week funded by downtown activity centre.

- Attended Business After Business, Drill Hall 100<sup>th</sup> Anniversary, Cadet review.

#### Mayor Cyr

- Have met with 3 new RCMP members. They are all from small town detachments. There are 2 more recent arrivals that will be visiting City Hall soon.
- Speed Board introduced and being shared by Enderby, Armstrong and Spallumcheen.
- Attended 100<sup>th</sup> Anniversary of Drill Hall with Councillors Knust, Shipmaker, Ludwig and Baird. Beautiful cake was donated by Sutherland's Bakery.
- Annual review of the Rocky Mountain Rangers. The drum line was phenomenal.
- Attended workload management committee meeting at RDNO. Acting CAO's are doing excellent job of holding the fort till new CAO hired.
- A.L. Fortune Grad ceremonies.
- Attended ceremony to launch the start of construction of the top 2 floors at VJH.

#### Building Inspection Detail Report – May 2014

Moved by Councillor Ludwig, seconded by Councillor Baird that the report be received and filed.  
Carried Unanimously

#### 2013 Annual Report

Moved by Councillor Baird, seconded by Councillor Knust that Council approve the 2013 Annual Report as presented.

Carried Unanimously

#### **NEW BUSINESS**

##### UBCM – Correspondence dated June 4, 2014

Re: Community to Community Forum Funding Approval

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

Carried Unanimously

##### Canada Day Road Closure Request – Memo from Chief Administrative Officer dated June 10, 2014

Moved by Councillor Knust, seconded by Councillor Baird that the memorandum be received and filed.

Carried Unanimously

##### Kingfisher Interpretive Centre – Correspondence dated June 10, 2014

Re: Letter of Support

Moved by Councillor Ludwig, seconded by Councillor Baird that a letter of support be issued to Kingfisher Interpretive Centre Society to assist in acquiring funding to rebuild the facility after the recent debris flood.

Carried Unanimously

Waste Reduction Initiatives Fund Supports Local Groups – Information Bulletin from Regional District of North Okanagan dated June 11, 2014

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

Carried Unanimously

2014 – 2024 Community Works Fund Agreement – Memo from Chief Financial Officer dated June 10, 2014

Moved by Councillor Ludwig, seconded by Councillor Baird that Council enter into the 2014 – 2024 Community Works Fund agreement and authorize the Mayor and Corporate Officer to execute it on behalf of the City of Enderby.

Carried Unanimously

New Website Launched – Memo from Chief Administrative Officer dated June 12, 2014

Moved by Councillor Baird, seconded by Councillor Knust that the memorandum be received and filed.

Carried Unanimously

Draft Official Community Plan Sections 17, 19 and 20 – Memo from Assistant Corporate Officer and Planning Assistant dated June 10, 2014; and

Draft Official Community Plan Section 7 – Natural Environment and Hazardous Conditions and Zoning Bylaw Schedule “G” – Water Body Provisions – Memo from Assistant Corporate Officer and Planning Assistant dated June 10, 2014

The Assistant Corporate Officer and Planning Assistant reviewed the highlights of his reports.

Moved by Councillor Knust, seconded by Councillor Ludwig that the draft Official Community Plan Sections 17, 19 and 20 be approved as presented.

Carried Unanimously

Moved by Councillor Baird, seconded by Councillor Ludwig that the draft Official Community Plan Section 7 – Natural Environment and Hazardous Conditions be approved as presented; and

THAT Council supports in principle the proposed Schedule “G” – Water Body Provisions of the City of Enderby Zoning Bylaw.

Carried Unanimously

**PUBLIC QUESTION PERIOD**

None

**CLOSED MEETING RESOLUTION**



Moved by Councillor Baird, 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) (d), (e) and (g) of the *Community Charter*.  
Carried Unanimously

**ADJOURNMENT**

The Regular Meeting reconvened at 5:30 p.m.

Moved by Councillor Baird, seconded by Councillor Ludwig that the Regular Meeting adjourn at 5:30 p.m.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**CITY OF ENDERBY  
DEVELOPMENT PERMIT APPLICATION**

**File No: 0001-14-DP-END**

**July 8, 2014**

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**APPLICANT:** Cory M. Holdings Ltd.

**LEGAL DESCRIPTION:** Lot 9, DL 226, ODYD, Plan 151 Except: (1) Parcel A (E10462) and (2) Plan 22948

**PID #:** 012-663-930

**LOCATION:** 247 Brickyard Road, Enderby BC V0E 1V0

**PROPERTY SIZE:** 1.620 hectares

**ZONING:** Industrial Park (I.3)

**O.C.P DESIGNATION:** Industrial Park;  
The Shuswap River Development Permit Area; and  
The Brickyard Road Industrial Park Development Permit Area

**PROPOSAL:** To construct a fabrication shop and office building for a manufacturing use

**RECOMMENDATION:**

THAT Council authorize the issuance of a Development Variance Permit for the property legally described as Lot 9, DL 226, ODYD, Plan 151 Except: (1) Parcel A (E10462) and (2) Plan 22948 and located at 247 Brickyard Road, Enderby B.C. to permit variances to the following Sections of the City of Enderby Zoning Bylaw No. 966, 1987:

- 403.1.f.iii by erecting a fence within the required front yard setback area; and
- 403.2.b by paving a portion of the landscaped buffer area fronting Brickyard Road.

AND THAT Council authorize the issuance of a Development Variance Permit for the property legally described as Lot 9, DL 226, ODYD, Plan 151 Except: (1) Parcel A (E10462) and (2) Plan 22948 and located at 247 Brickyard Road, Enderby B.C. to permit a variance to the following Section of the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000:

- Schedule "B" by providing a private individual sanitary sewer system in an Industrial Park (I.3) zone.

AND THAT Council authorize the issuance of a Development Permit for the property legally described as Lot 9, DL 226, ODYD, Plan 151 Except: (1) Parcel A (E10462) and (2) Plan 22948 and located at 247 Brickyard Road, Enderby B.C. subject to the following conditions:

- a) The dimensions and siting of the buildings, structures, parking spaces, loading spaces to be constructed on the land be in general accordance with the attached site plan;
- b) The exterior design and finish of the buildings to be constructed on the land be in general accordance with the attached building elevations;
- c) Landscaping shall be in accordance with Section 403.2 of the Zoning Bylaw and shall be in general accordance with the attached Landscape Plan;
- d) Parking shall be in accordance with Section 1001 of the Zoning Bylaw;
- e) The paving of the parking areas and access driveway shall be in accordance with Section 1001.2.e of the Zoning Bylaw;
- f) Off-street loading areas must be provided and maintained in accordance with Section 1101 of Zoning Bylaw; and
- g) Proposed drainage works shall be to the satisfaction of the City of Enderby Public Works manager.

AND THAT the issuance of a Building Permit be withheld until:

- a) The City of Enderby receives confirmation that the illegally non-conforming single family dwelling located on the subject property has been removed; and
- b) The applicant has provided the City with an irrevocable letter of credit, or a cash deposit, in the amount equal to 120% of the estimated cost of landscaping and of curbing and paving the parking, loading, and driveway areas. The estimates must be prepared by qualified landscaping and paving contractors.

**BACKGROUND:**

This report relates to an application for a Development Permit, with variances, for the property located at 247 Brickyard Road. The applicant is proposing to construct a fabrication shop and office building to carry out a manufacturing use on the subject property. The property is zoned Industrial Park (I.3) which permits the proposed manufacturing use. The property is also designated as a Development Permit Area in the Official Community Plan (OCP) related to:

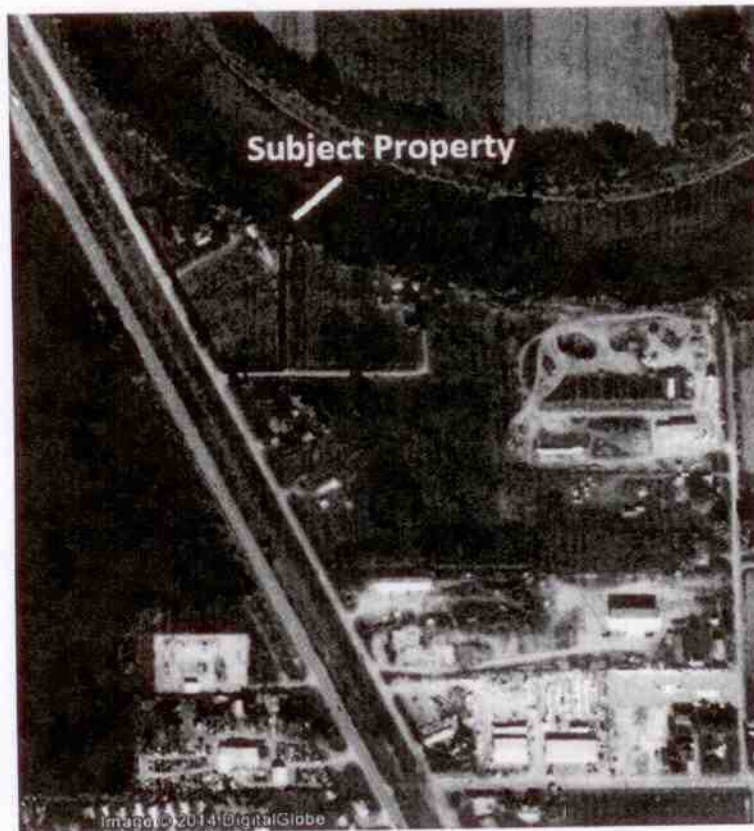
- i. The Shuswap River - Protection of the Natural Environment; and
- ii. The Brickyard Road Industrial Park - Form and Character, Protection of Development from Hazardous Conditions, and Protection of the Natural Environment.

A Development Permit is therefore required to be issued by Council, prior to the issuance of a Building Permit for the proposed development.

### Site Context

The subject property is located along the west bank of the Shuswap River, with the west portion of the property fronting Brickyard Road and the south portion of the property fronting Danforth Road. The lot is generally flat and is located with the Shuswap River Floodplain. Access is currently gained off of Brickyard Road via an unpaved driveway with a single family dwelling currently located along the northwest property boundary. The subject property and the properties to the north, east and south are zoned Industrial Park (I.3) and designated as Industrial Park within the OCP. The property to the west is within Area 'F' and is zoned 'Non-Urban.'

The following orthophoto of the subject and surrounding properties was taken in 2004:



### Site History

As previously noted, the property currently contains a single family dwelling along the northwest property boundary. This single family dwelling was built prior to 1970, at which time the subject property was located within the Regional District of North Okanagan (NORD) and was subject to the NORD Zoning Bylaw. The single family dwelling and associated residential use were permitted within the NORD Zoning Bylaw until the subject property was later annexed into the City of Enderby and was re-zoned to 'Industrial.' The Local Government Act permitted the subject property to continue its

residential use under a 'legally non-conforming use' status. This legally non-conforming residential use cannot continue to occur on the subject property alongside the proposed development due to the fact that the Local Government Act states that a non-conforming use of land cannot be continued on a scale or to an extent or degree greater than that at the time of the adoption of the bylaw under this Division. As the proposed development would result in the use of the property being carried out to an extent or degree greater than the initial non-conforming use, the residential use of the property would lose its 'legally non-conforming' status and thus the single family dwelling must be removed prior to the proposed development of the site.

Proposal

As shown on the attached development plan and building elevation drawings, the applicant is proposing to construct a 930.8 m<sup>2</sup> fabrication shop and a 189.9 m<sup>2</sup> office building. The fabrication shop is proposed to be located in the central portion of the property while the office building is proposed to be located in the northwest corner of the property, with both buildings facing Brickyard Road. No development is proposed to occur within the Riparian Assessment Area which is the 30 meter strip on both sides of the Shuswap River, measured from the high water mark, and therefore the Riparian Areas Regulation will not be triggered for this development.

It is proposed that access will continue to be gained off of Brickyard Road via two 8 m wide driveway aisles. The applicant is proposing to provide 16 right angle parking stalls, 2 of which are handicap parking stalls, to the west of the office building and fabrication shop. The applicant is also proposing 3 loading zones for the property, 1 adjacent to the office building and 2 adjacent to the fabrication shop. Access to all parking stalls and loading zones is gained via an unobstructed 8 m wide maneuvering aisle.

The applicant has indicated that they will be removing the existing single family dwelling via a controlled burn with the Enderby Volunteer Fire Department.

The applicant has indicated that the proposed development would benefit the City of Enderby by providing employment, having employees relocate to the area, providing opportunities for student training, and developing new technologies.

**ZONING BYLAW:**

The subject property is zoned Industrial Park (I.3). Uses permitted within the I.3 zone include retail sales, service and repair, manufacturing, processing, and storage, food service, limited agricultural use, and assembly. The proposal as compared to the I.3 zone requirements is as follows:

CRITERIA	PROPOSAL	ZONE REQUIREMENTS
Building Height (max.)	Shop = 8.54 m Office = 8.15 m	12 m (39.37 feet)
Lot Area (min.)	16,681.8 m <sup>2</sup> (172,223 square feet)	1,350 m <sup>2</sup> (14,532 square feet)
Lot Coverage (max.)	14.88%	60%
Off-street Parking Stalls (min.)	16	14

Off-street Loading Zones (min.)	3	2
Lot Frontage	190.56 m (625.20 feet)	23 m (75.46 feet)
Setbacks (min.)		
- Fabrication Shop		
- Front Yard	>9 m	9 m (29.53 feet)
- Exterior Side Yard	> 6 m	6 m (19.68 feet)
- Interior Side Yard	> 6 m	6 m (19.68 feet)
- Rear Yard	> 0 m	0 m (0 feet)
- Office Building		
- Front Yard	> 9 m	9 m (29.53 feet)
- Exterior Side Yard	> 9 m	6 m (19.68 feet)
- Interior Side Yard	6.4 m	6 m (19.68 feet)
- Rear Yard	> 0 m	0 m (0 feet)

### Parking and Loading Requirements

Section 1001 - *Off-street Parking* of the Zoning Bylaw requires that for a manufacturing use, 1 parking stall be provided for every 2 employees counted as a total of 2 shifts. The applicant has advised that there will be a total of 14 employees associated with the proposed development, therefore 2 shifts would be a total of 28 employees and the total number of required parking stalls would be 14. The proposal includes 16 parking stalls and therefore satisfies the parking requirements of Section 1001 - *Off-street Parking*.

All parking spaces must have a clear length of not less than 6 m (19.68 feet) and a clear width of not less than 2.8 m (9.186 feet). A total of 40% of the required parking stalls may be made up of small car parking and have a clear length of not less than 5.2 m (17.06 feet) and a clear width of not less than 2.3 m (7.546 feet). Driveways adjacent to right angle parking must be no less than 8 m (26.25 feet) wide. The Bylaw requires that all parking areas be paved and curbed. The proposal meets all of the aforementioned requirements related to off-street parking size, access, and surfacing.

Section 1101 Off-street Loading requires that 2 off-street loading spaces be provided for every site used as a retail store, business industry, warehouse, or other similar use when the total gross floor area of buildings is between 450 m<sup>2</sup> (4,844 square feet) and 2,300 m<sup>2</sup> (24,756 square feet); the total gross floor area of the proposed buildings is 1120.7 m<sup>2</sup>. Off-street loading and unloading spaces shall be of adequate size and with adequate access to accommodate the types of vehicles which will be loading and unloading, but in no case shall be insufficient to accommodate a vehicle 9 m (29.53 feet) in length and 2.4 m (7.874 feet) in width. The Bylaw requires that all off-street loading spaces be paved and curbed. The proposal meets all of the aforementioned requirements related to the number, size, and surfacing of off-street loading spaces.

### Landscaping

Section 403.2 of the Zoning Bylaw requires that where any commercial or industrial development abuts any other highway, a landscaped buffer area shall be provided equal to the required front or exterior

side yard requirement which in this case is 9 m (29.53 feet) and 6 m (19.68 feet) respectively. Furthermore, the remainder of the property not used for buildings, display, parking, or access driveways shall be suitably landscaped which consists of the following:

- i. A grass to shrubbery ratio from 6:4 to 8:2;
- ii. A minimum of five percent (5%) of the landscaped area to be planted in trees using the canopy area of the trees as a measure of the number and size of trees required;
- iii. A maximum of fifteen percent (15%) of the area shall be planted to annuals; and
- iv. Other accepted landscape materials may be utilized under the supervision of a competent landscape contractor or landscape architect.

As shown on the attached Landscape Plan, the applicant is proposing to provide landscaped buffer areas adjacent to Brickyard Road and Danforth Road while the rest of the property not utilized for buildings, display, parking, or access driveways is proposed to be landscaped. The applicant is also proposing to pave a portion of the landscaped buffer area fronting Brickyard Road for parking purposes, which would require a variance to the Zoning Bylaw which requires that landscaping consists of the aforementioned elements, which does not include paving. Aside from paving a portion of the required landscaped buffer area fronting Brickyard Road, the proposal meets all of the landscaping requirements of Section 403.2 of the Zoning Bylaw.

#### **OFFICIAL COMMUNITY PLAN:**

The subject property and the properties to the north, east, and south are designated in the OCP as Industrial Park. The Social Development Policies of the OCP state that Council recognizes that development of land has social impacts and will act through the approval process to minimize negative and maximize positive impacts. The Industrial Lands Section of the OCP states that it is the objective of Council to encourage and support industries that are minimal polluters of the environment, provide local and sustainable employment for residents of the City, and are aesthetically pleasing.

#### The Brickyard Road Industrial Park Development Permit Area

The OCP states that all lands designated as Industrial Park as shown on Schedule "B", and located in the general area east of Brickyard Road, north of Bass Avenue and west of McGowan Street, are designated as a Development Permit Area for the protection of the natural environment, protection of development from hazardous conditions, and for the form and character of industrial development. Upon reviewing a Development Permit Application, the OCP states that Council will consider the following guidelines:

#### Protection of the Natural Environment:

- i. *The area within 15 metres of the natural boundary of the Shuswap River should remain free of development except for fencing, trails, walkways and works or plantings to control erosion, protect banks, protect fisheries or otherwise preserve and enhance the natural water course;*

- ii. *all development shall be connected to City water, sewer and storm water drainage systems. On site storm water management plans may also be required for parcels with large areas (above 3000 m<sup>2</sup>) of impervious surfaces (roof, parking areas).*
- iii. *impervious catch basins shall be required for all areas where chemical and fuel storage uses are proposed;*
- iv. *the provisions of the Shuswap River Development Permit Area shall also apply to lands within 30 metres of the natural boundary of the Shuswap River apply;*

*Protection of Development from Hazardous conditions:*

- v. *No buildings or foundations for buildings should be built within any area below the normal High Water Mark of the Shuswap River;*
- vi. *all development shall be in accordance with the Floodplain requirements of the Provincial Government;*
- vii. *the City of Enderby Council may require a Restrictive Covenant for development within the Floodplain to protect the City against claims for possible flood damage;*

*Form and Character of Industrial Development:*

- viii. *Vehicle parking should be encouraged at the rear or side of the building and should be in smaller clusters and screened from view with landscaping or natural vegetation while still maintaining site distances for safe access and egress;*
- ix. *low profile signage which employs natural materials such as wood, red brick and stone and is located in landscaped planter areas will be encouraged;*
- x. *exterior design and finish should incorporate products which compliment the natural setting and adjacent land uses;*
- xi. *all areas including boulevards not utilized for buildings, storage, parking or access shall be adequately landscaped to provide an attractive buffer;*
- xii. *portions of the building(s) visible from the Highway shall contain architectural relief in the form of design features addressing varying roof lines, glazing, entrances, business specific signage, exterior finishes, etc.;*
- xiii. *the provision of amenities for employees, such as indoor and outdoor lunch areas, bicycle racks, greenspace and skylights/windows in work areas are encouraged.*

*The Shuswap River Development Permit Area*

The OCP states that all lands adjacent to the Shuswap River within a strip of 30 metres from the natural boundary as shown on Schedule "C" are designated as a Development Permit Area for the protection of



the natural environment. Upon reviewing a Development Permit application, the OCP states that Council will consider the following guidelines:

- i. *the area within 15 metres of the natural boundary of the Shuswap River should remain free of development except for fencing, trails, walkways and works or plantings to control erosion, protect banks, protect fisheries or otherwise preserve and enhance the natural water course;*
- ii. *there should be no filling or alteration of the shorezone of the Shuswap River or a tributary watercourse, or any construction within these areas, unless approvals have been obtained from appropriate Federal and Provincial agencies;*
- iii. *natural vegetation and trees along the Shuswap River or a tributary watercourse should be maintained to provide shade for the water surface, bank stability and wildlife, fish or waterfowl habitat sufficient for species which frequent the area, and additional plantings may be required in localized areas to aid in erosion control;*
- iv. *where it has been determined that soil conditions may not be suitable for dwellings a study of soil conditions should be undertaken to evaluate the suitability for the proposed use and/or to obtain site-specific development requirements to prevent soil degradation; and,*
- v. *the stream corridor guidelines established within the "Land Development Guidelines for the Protection of Aquatic Habitats" (Ministry of Environment, Lands and Parks and Department of Fisheries and Oceans, 1992) in accord with Provincial regulations.*

#### **REFERRAL COMMENTS:**

The Development Permit application, with variances, was referred for comment to the City of Enderby Public Works Manager, Building Inspector, and the Fire Chief.

The Building Inspector advised that he had no concerns or comments with respect to the application.

No other comments were received in response to the referral.

#### **DISCUSSION:**

##### Variance - Erecting a Fence within the Required Front Yard Setback Area

The applicant is proposing to vary Section 403.1.f.iii of the City of Enderby Zoning Bylaw No. 966, 1987 which requires fences or hedges not greater than 2.5 m (8.202 feet) in height, within industrial zones, to be located to the rear of the required front yard. The applicant is proposing to erect a chain link fence within the required front yard setback area, 3.05 m (10 feet) from the front property line.

It is recommended that this variance request be supported for the following reasons:

- The proposed fence is chain link and will thus not inhibit one's view of the portion of landscaped buffer area which will be located within the fence;
- Due to the fact that the fence will be located 10 feet from the front property line, it is not anticipated that the fence will negatively impact one's ability to see oncoming traffic when attempting to gain access onto Brickyard Road from Danforth Road; and
- It is not anticipated that the proposed variance will negatively impact the use and enjoyment of the subject or neighbouring properties.

#### Variance - Paving of Landscaped Buffer Area

The applicant is proposing to vary Section 403.2.b by of the City of Enderby Zoning Bylaw No. 966, 1987 which requires that landscaping consist of the following:

- A grass to shrubbery ratio from 6:4 to 8:2.
- A minimum of five percent (5%) of the landscaped area shall be planted in trees using the canopy area of the trees as a measure of the number and size of trees required.
- A maximum of fifteen percent (15%) of the area shall be planted to annuals:

The applicant is proposing to pave a portion of the landscaped buffer area for parking purposes.

It is recommended that this variance request be supported for the following reasons:

- The applicant is only proposing to pave approximately 6% of the landscaped buffer area fronting Brickyard Road;
- Due to the Riparian Assessment Area occupying a large portion of the property, the applicant is somewhat limited in where they are able to locate the parking stalls adjacent to the office building;
- Given the large expanses of areas not used for buildings, display, parking or access driveways, the applicant will be providing a significant amount of landscaping throughout the property ; and
- It is not anticipated that the proposed variance will negatively impact the use and enjoyment of the subject or neighbouring properties.

#### Variance - Utilizing an Individual Sanitary Sewer System

The applicant is proposing to vary Schedule "B" of the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000 which requires developments on properties zoned as Industrial Park (I.3) to connect to a community sanitary sewer system. The applicant is proposing to provide a private individual sanitary sewer system.

The City of Enderby engaged FOCUS Engineering to explore the costs of extending community services north along Brickyard Road through to the subject property. The estimated cost of extending community sanitary sewer services alone is \$181,000. Furthermore, the applicant engaged a consultant to review options for on-site private individual sanitary sewer system and it was determined that providing this type of system would come at a cost of approximately \$12,500.

It is recommended that this variance request be supported for the following reasons:

- The costs associated with connecting to a community sanitary sewer system, as opposed to a private individual system, are extremely high;
- There is insufficient development pressures along the north end of Brickyard Road which would warrant sanitary sewer infrastructure expansion;
- Premature extension of sanitary sewer infrastructure services would be inconsistent with the City's approach to Asset Management Planning and would negatively contribute to the City's infrastructure deficit; and
- It is not anticipated that the proposed variance will negatively impact the use and enjoyment of the subject or neighbouring properties.

#### Brickyard Road Industrial Development Permit Area

The Brickyard Road Industrial Park Development Permit Area is designated to establish the objectives and guidelines for the form and character of industrial development within the general area east of Brickyard Road, north of Bass Avenue, and west of McGowan Street. Development in this area is encouraged to project an appropriate visual image to Highway 97A, minimize the risk from natural hazards such as flooding, and ensure that materials detrimental to water quality do not become deposited into the ground and ultimately the Shuswap River.

The proposed development is generally consistent with the Brickyard Road Industrial Development Permit Area Guidelines. In this regard, it is noted that the office building utilizes natural materials such as wood and stone which compliment the natural setting. Both buildings provide architectural relief in the form of varying roof lines, entrances, glazing, and quality exterior finishing. The placement of buildings, vehicle parking areas, and driveway access provides for safe and convenient movement within the site while the landscaped buffer areas provide are aesthetically pleasing and provide a suitable buffer between the roadway and the subject property.

For these reasons, it is recommended that a Development Permit be issued.

#### Shuswap River Development Permit Area

The Shuswap River Development Permit Area is designated to establish the objectives and guidelines for the protection of environmentally sensitive areas adjacent to the Shuswap River against soil and habitat degradation and to maintain the water quality of the Shuswap River.

The proposed development is generally consistent with the Shuswap River Development Permit Area Guidelines. In this regard, it is noted that there is no proposed development within the Riparian Assessment Area (area within 30 m of the high water mark of the Shuswap River) and the applicant is proposing to retain the existing mature vegetation on-site.

For these reasons, it is recommended that a Development Permit be issued.

**SUMMARY:**

This is an application for a Development Permit, with variances, to facilitate the construction of a fabrication shop and office building located at 247 Brickyard Road. It is recommended that a Development Permit be approved as the development meets the requirements of the Brickyard Road Industrial Development Permit Area and Shuswap River Development Permit Area Guidelines. It is also recommended that upon consideration of adjacent land owner's comments, Council approve the variance requests as the proposal will not negatively affect the use and enjoyment of the subject or neighbouring properties.

---

**Prepared By:**



Kurt Inglis  
Assistant Corporate Officer and Planning Assistant

**Reviewed By:**



Tate Bengtson  
Chief Administrative Officer

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	12/15/16
2	REVISED PER COMMENTS	1/10/17
3	REVISED PER COMMENTS	1/10/17
4	REVISED PER COMMENTS	1/10/17
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99	REVISED PER COMMENTS	1/10/17
100	REVISED PER COMMENTS	1/10/17

DESIGNED TO HANDLE ALL STORM ACCUMULATION FROM BUILDINGS AND IMPERVIOUS PAVED SURFACES.

NOTE: REFER TO LANDSCAPE DESIGN AND LAYOUT AND LOCATION OF EXISTING TREES.

CONTINUOUS CHAIN LINK FENCE ALONG EDGE OF PROPERTY LINE.

REFUSE & RECYCLING COMPOUND OR VISUAL SCREENING & SLIDING GATE.

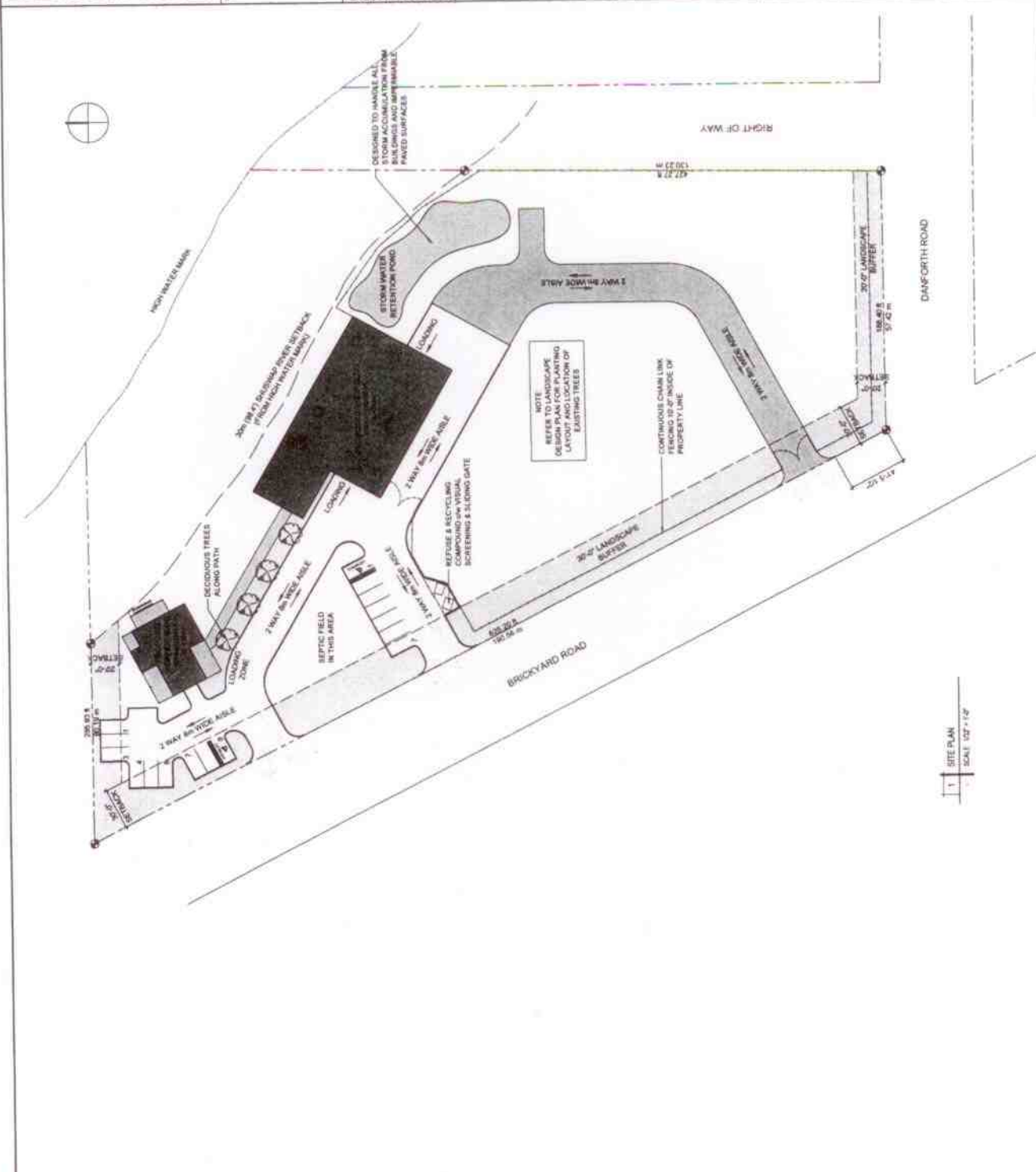
30' LANDSCAPE BUFFER.

30' LANDSCAPE BUFFER.

30' LANDSCAPE BUFFER.

30' LANDSCAPE BUFFER.

30' LANDSCAPE BUFFER.



**LEGEND:**  
 IRON PIN  
 SETBACK  
 PROPERTY LINE  
 LANDSCAPE BUFFERS  
 PAVED AREAS  
 GRAVEL AREAS  
 TREES  
 SHRUB FOLIAGE

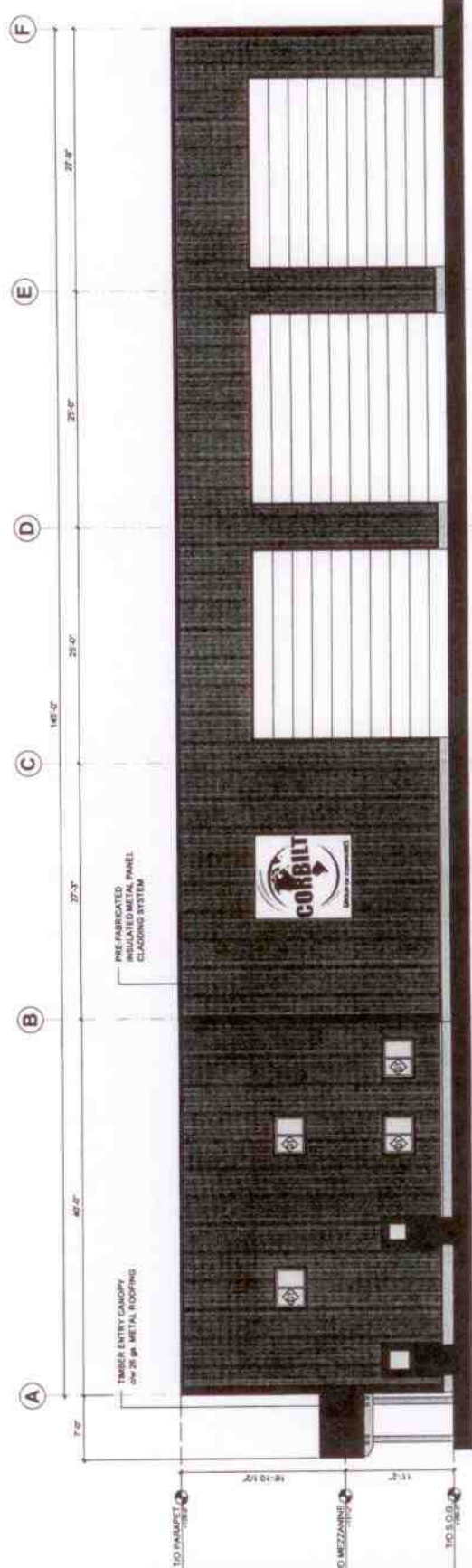
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 DIVISION 6  
 ZONE D3 INDUSTRIAL PARK ZONE  
 603  
 Development  
 Regulations  
 MIN LOT AREA = 1200m<sup>2</sup>  
 MAX SITE COVERAGE = 60%  
 MAX HEIGHT IS LESS THAN 12m  
 SETBACKS  
 Front 7.6m ± 6.0m  
 Side 7.6m ± 6.0m  
 Rear 7.6m ± 6.0m

**SITE COVERAGE:**  
 (CODE ZONING BYLAW #666, 1987)  
 BUILDING COVERAGE  
 = 1120.7 m<sup>2</sup>  
 = 10,841.8 m<sup>2</sup>  
 = 14.8%

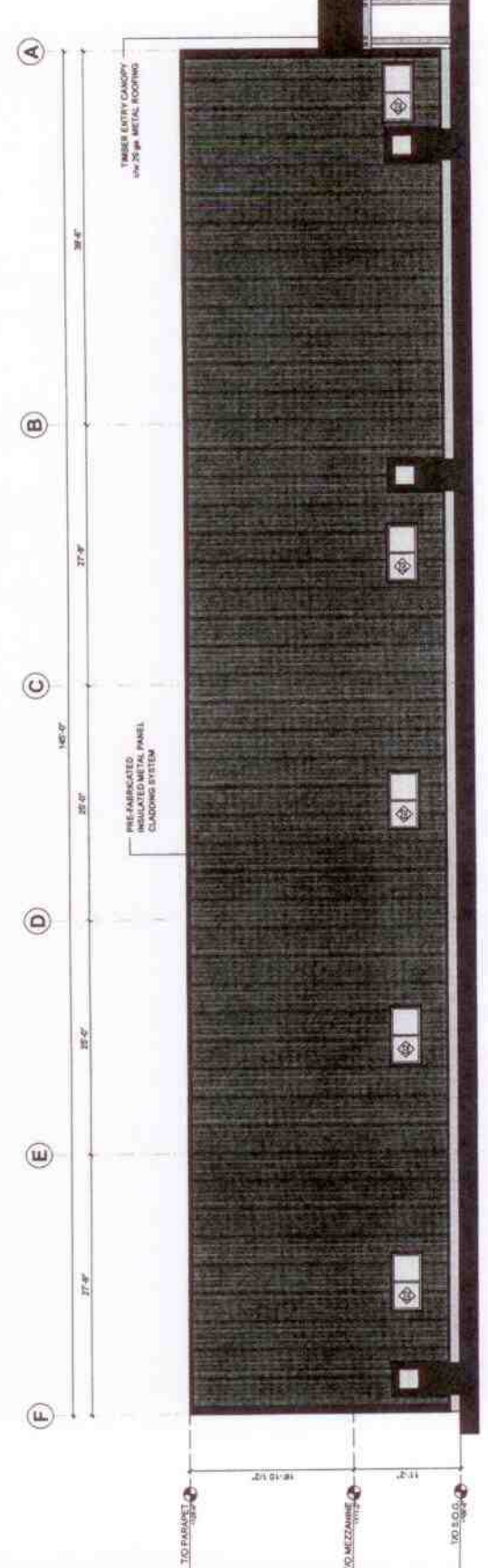
**PARKING:**  
 (CODE ZONING BYLAW #666, 1987)  
 DIVISION 10 PARKING & LOADING  
 SECTION 1001:  
 3. SCHEDULE OF PARKING  
 REQUIREMENTS  
 PARKING STALLS  
 REQUIRED  
 OFFICES (1000 sqm)  
 MIN 1.0 STALL/40 m<sup>2</sup> GFA  
 265.23m<sup>2</sup> / 40m<sup>2</sup> = 6.6 STALLS  
 MANUFACTURE/INDUSTRIAL  
 1 STALL PER 3 EMPLOYEES  
 14 EMPLOYEES / 3 STALLS  
 TOTAL  
 14 STALLS  
 PROPOSED  
 18 STALLS

1 SITE PLAN  
 SCALE: 1/2" = 12'

18



1 WEST ELEVATION  
 SCALE 3/8" = 1'-0"



2 EAST ELEVATION  
 SCALE 3/8" = 1'-0"



**MATERIAL LEGEND**

- 1. BLANKETTED WOOD FINISH/PAINT
- 2. POLYURETHANE FINISH/PAINT
- 3. CLAYED STONE VENEER
- 4. FRAMING AND BUTTER CLADDING
- 5. CONCRETE BOARD (PAINTED)

**CONTRACTOR**  
 BOURCET ENGINEERING  
 10000 14th Avenue SW  
 Suite 100  
 Richmond, BC V6V 2G9  
 Tel: 604-273-2000  
 Fax: 604-273-2001  
 Email: info@bourcet.com  
 Website: www.bourcet.com

**PROJECT**  
 CORRIBIT FACILITIES

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	10/15/2018
2	ISSUED FOR PERMIT	10/15/2018
3	ISSUED FOR PERMIT	10/15/2018
4	ISSUED FOR PERMIT	10/15/2018
5	ISSUED FOR PERMIT	10/15/2018
6	ISSUED FOR PERMIT	10/15/2018
7	ISSUED FOR PERMIT	10/15/2018
8	ISSUED FOR PERMIT	10/15/2018
9	ISSUED FOR PERMIT	10/15/2018
10	ISSUED FOR PERMIT	10/15/2018

**CONTRACTOR**  
 BOURCET ENGINEERING

**PROJECT**  
 CORRIBIT FACILITIES

**DRAWING**  
 OFFICE BLDG  
 ELEVATIONS

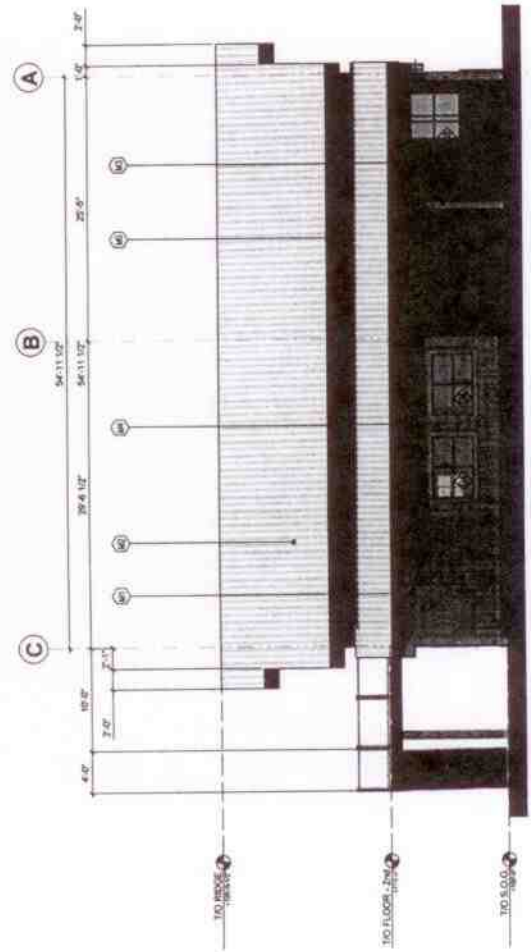
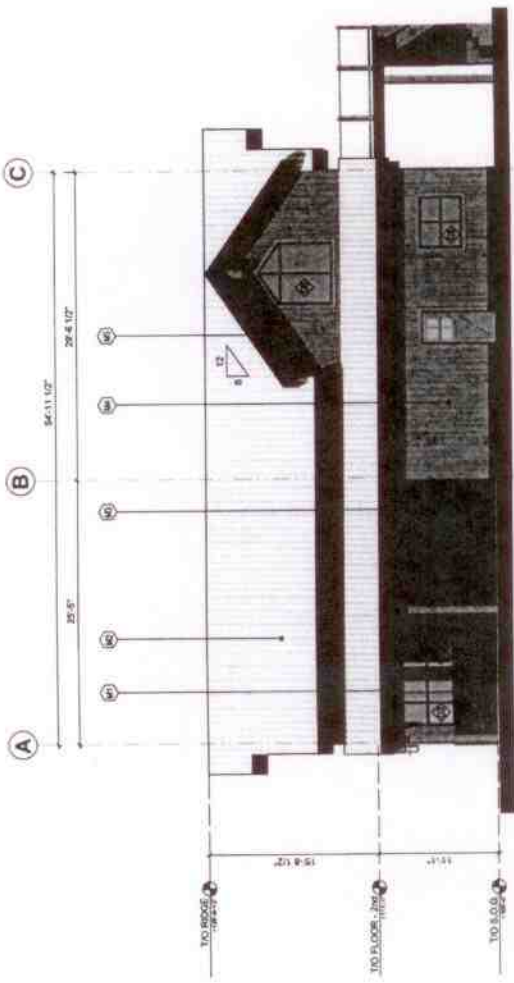
**DATE**  
 10/15/2018

**SCALE**  
 AS SHOWN

**PROJECT**  
 CORRIBIT FACILITIES

**NO.**  
 A2.2

**REV.**  
 2

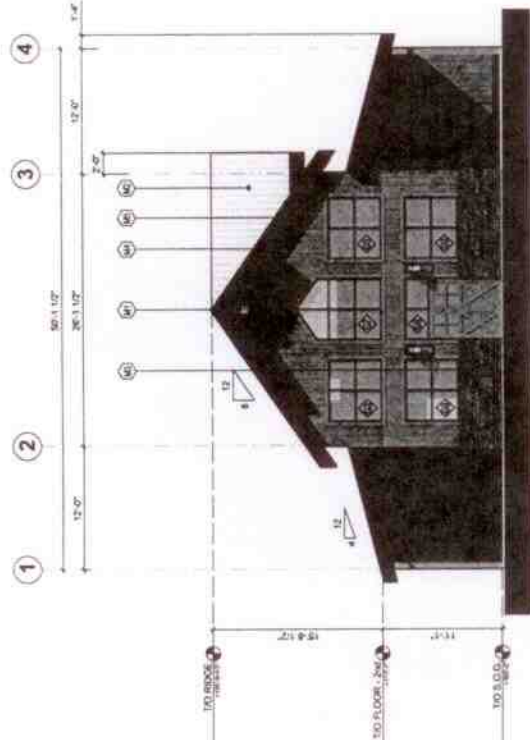




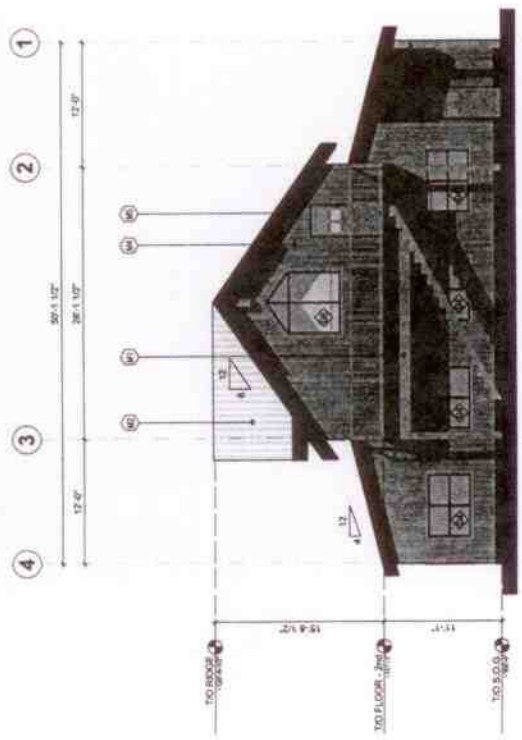
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2	ISSUED FOR CONSTRUCTION	08/14/14
3	ISSUED FOR CONSTRUCTION	08/14/14
4	ISSUED FOR CONSTRUCTION	08/14/14

**MATERIAL LEGEND**

①	UNPAINTED PINE STUD WALLS
②	PAINTED PINE STUD WALLS
③	PAINTED PINE TRIM
④	PAINTED PINE TRIM
⑤	PAINTED PINE TRIM
⑥	PAINTED PINE TRIM



1 WEST ELEVATION  
 SCALE: 3/8" = 1'-0"



2 EAST ELEVATION  
 SCALE: 3/8" = 1'-0"

Handwritten initials or mark.



**SWAN LAKE NURSERYLAND**  
 7200 SWAN LAKE RD.  
 WASHINGTON, NC 27685  
 TEL: (919) 485-7444  
 FAX: (919) 485-7482  
 swanlakenurseryland.com



DATE: 05/11/2011  
 TIME: 10:00 AM  
 PROJECT: CORBILT FACILITIES  
 LOCATION: DANFORTH ROAD, BRICKYARD ROAD

NO.	DATE	DESCRIPTION
1	05/11/2011	ISSUED FOR PERMIT

NO.	DATE	DESCRIPTION
1	05/11/2011	ISSUED FOR PERMIT

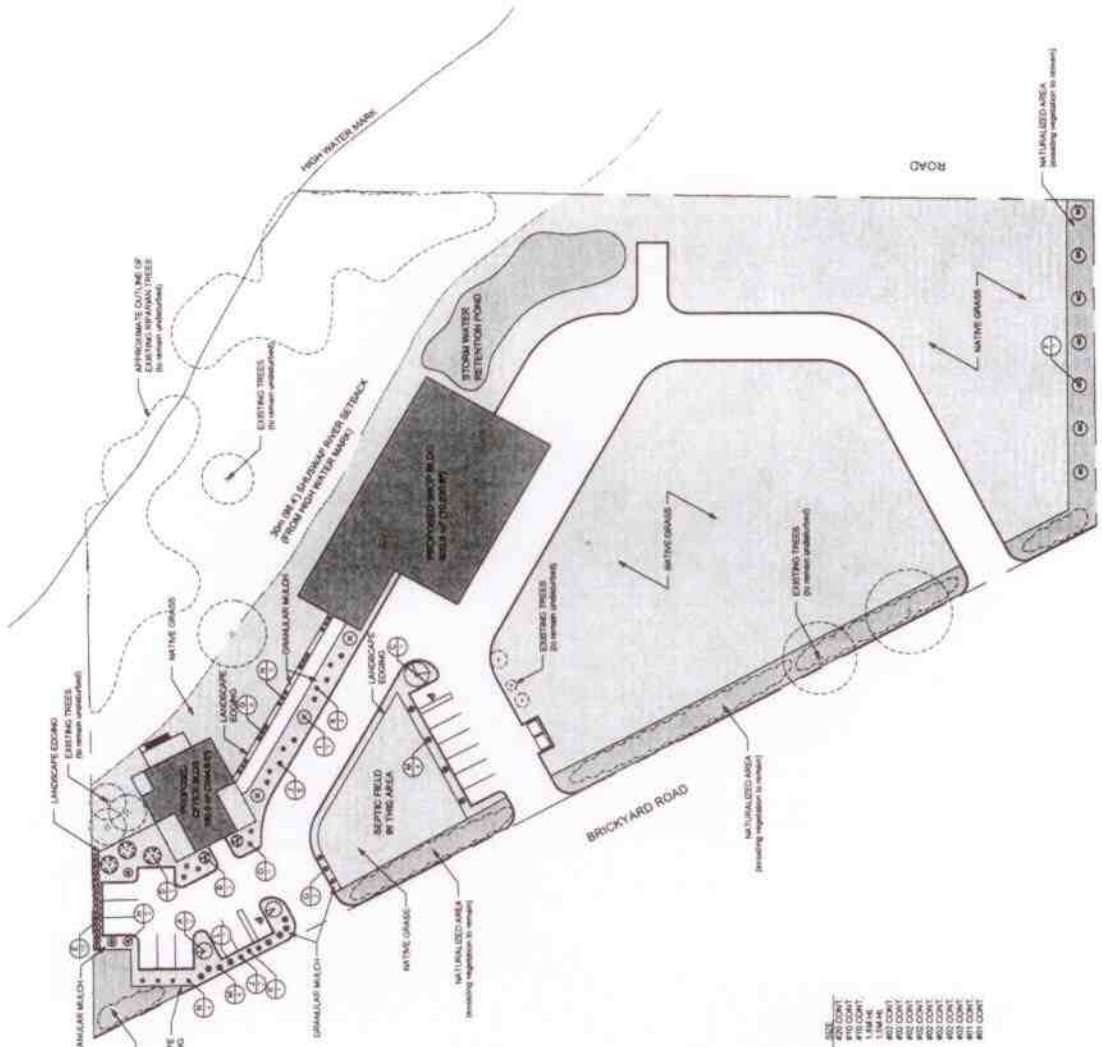
PROJECT TITLE:  
**CORBILT FACILITIES**  
 DANFORTH, NC

SCALE: 1" = 10'

**LANDSCAPE PLAN**

DATE: 05/11/2011  
 TIME: 10:00 AM  
 PROJECT: CORBILT FACILITIES  
 LOCATION: DANFORTH ROAD, BRICKYARD ROAD

SCALE: 1" = 10'  
**L1.0**



**DETAILED NOTES:**  
 1. APPROXIMATE OUTLINE OF EXISTING TREES (BY NUMBER AND SPECIES)  
 2. APPROXIMATE OUTLINE OF EXISTING TREES (BY NUMBER AND SPECIES)  
 3. APPROXIMATE OUTLINE OF EXISTING TREES (BY NUMBER AND SPECIES)  
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 18. APPROXIMATE OUTLINE OF EXISTING TREES (BY NUMBER AND SPECIES)  
 19. APPROXIMATE OUTLINE OF EXISTING TREES (BY NUMBER AND SPECIES)  
 20. APPROXIMATE OUTLINE OF EXISTING TREES (BY NUMBER AND SPECIES)

PLANT LIST	COMMON NAME	SCIENTIFIC NAME	SIZE
1	Red Maple	Acer rubrum	480 CONE
2	White Oak	Quercus alba	480 CONE
3	Black Oak	Quercus nigra	480 CONE
4	Pin Oak	Quercus palustris	480 CONE
5	Live Oak	Quercus agrifolia	480 CONE
6	Water Oak	Quercus nigra	480 CONE
7	Swamp White Oak	Quercus bicolor	480 CONE
8	Shoebush	Alnus incana	480 CONE
9	Black Gum	Nyssa sylvatica	480 CONE
10	Red Gum	Nyssa sylvatica	480 CONE
11	Black Gum	Nyssa sylvatica	480 CONE
12	Black Gum	Nyssa sylvatica	480 CONE
13	Black Gum	Nyssa sylvatica	480 CONE
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17	Black Gum	Nyssa sylvatica	480 CONE
18	Black Gum	Nyssa sylvatica	480 CONE
19	Black Gum	Nyssa sylvatica	480 CONE
20	Black Gum	Nyssa sylvatica	480 CONE



Agenda

# INFORMATION BULLETIN

REGIONAL DISTRICT OF NORTH OKANAGAN

9848 Aberdeen Road  
Coldstream, BC V1B 2K9

## FOR IMMEDIATE RELEASE

DATE: July 3, 2014

CONTACT: Dale Danallanko, RDF Operations Manager

PHONE/EMAIL: 250-550-3744 / dale.danallanko@rdno.ca

### Status Quo for Recycling Services at Recycling and Disposal Facilities

The recycling landscape in British Columbia changed significantly as of May 19, 2014. Under a provincially approved Stewardship Plan, Multi-Material BC (MMBC) became responsible for the collection of residential packaging and printed paper (PPP) in the province. The long running RDNO Residential Curbside Blue Bag Collection Program was replaced by the MMBC residential curbside blue box collection program. In addition to residential curbside collection, MMBC established two depots in Vernon for the collection of container glass, Styrofoam and plastic film.

The MMBC stewardship plan deals with residential PPP only. MMBC does not provide service to industrial, commercial or institutional generators of PPP, and not all multi-family complexes have committed to the MMBC PPP collection program. Due to the fact that not all recycling needs are currently being serviced throughout the North Okanagan, the Regional District of North Okanagan (RDNO) will continue to provide recycling drop centre services at all Recycling and Disposal Facilities and Transfer Stations.

Residents who have received MMBC blue boxes are strongly encouraged to utilize the MMBC curbside collection service. All residents are also strongly encouraged to make use of the two MMBC depots for free drop off of glass containers, Styrofoam, and plastic film.

Blue Bag Recyclables and cardboard will continue to be accepted at all RDNO Recycling and Disposal Facilities and Transfer Stations. This service is intended for small business, multi-family and single family residential customers who do not receive service through MMBC by allowing them to continue to recycle paper, plastics #1-7 (including film), cardboard and food grade tin and aluminum.

Customers are reminded that Styrofoam is accepted for recycling at the Greater Vernon and Armstrong Spallumcheen Recycling and Disposal Facilities only. A charge of \$88/tonne with a \$3 minimum will apply. Styrofoam is not accepted in Blue Bag Recyclables bins at the RDFs.

Glass containers will continue to be accepted at all RDNO Recycling and Disposal Facilities and Transfer Stations for reuse at the sites. Glass containers are also accepted at the Armstrong Spallumcheen Bottle Depot, the Enderby Bottle Depot and Chasers Bottle Depot.

For further information about RDNO waste reduction services, please contact the RDNO at 250-550-3700 or by email at recycle@rdno.ca.

-30 -

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)

24

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant  
Date: June 20, 2014  
Subject: Official Community Plan Consultation and Consideration Prior to Adoption

---

**RECOMMENDATION**

THAT Council, pursuant to Section 879, 881 and 882 of the Local Government Act, resolves as follows:

Consultation with persons, organizations, and authorities beyond those specifically considered below is not required;

Council will consult with the Board of the Regional District of North Okanagan by referring the Plan after First Reading for their review and comment with respect to:

- General Provisions;
- The North Okanagan Regional Growth Strategy; and
- The Solid Waste Management Plan;

Council will consult with the Splotsin Band by referring the Plan after First Reading for their review and comment;

Council will consult with the North Okanagan-Shuswap School District # 83 by referring the Plan after First Reading for their review and comment;

Council will consult with the Shuswap River Fire Protection District by referring the Plan after First Reading for their review and comment;

Council will consult with the following provincial and federal ministries and agencies by referring the Plan after First Reading for their review and comment:

- Interior Health;
- Ministry of Forests, Lands and Natural Resources;
- Ministry of Transportation and Infrastructure;
- Ministry of Environment;
- Department of Fisheries and Oceans;
- Ministry of Agriculture; and
- Ministry of Energy and Mines;

Council will consult with the provincial Agricultural Land Commission by referring the Plan after First Reading for their review and comment;

AND THAT the referred agencies be provided with 20 days to respond to the referral;  
AND THAT any comments be referred to Council to determine if consultation needs to be on-going;

AND THAT the Plan be referred to the Chief Financial Officer to consider the Plan in conjunction with the City's Financial Plan.

## **BACKGROUND**

Throughout 2012 and 2013, the City of Enderby undertook an Integrated Community Sustainability Planning process to identify a vision for an environmentally, socially, and economically sustainable community. This planning process has informed updates to the City's policy and regulatory framework to align it with the sustainability objectives, priorities, and values of the community. The City of Enderby's Official Community Plan (OCP) is the first document to be rewritten.

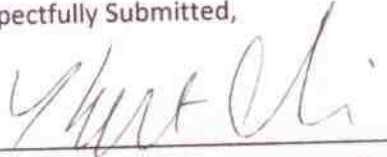
Section 879 of the Local Government Act states that during the development of an OCP, or the amendment of an OCP, the proposing local government must provide one or more opportunities it feels appropriate for consultation with persons, organizations, and authorities it considers will be affected. Section 879 goes on to say that the local government must consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and on-going and specifically consider whether public consultation is required with the board of any regional district that is adjacent to the area covered by the plan, first nations, school districts, greater boards and improvement district boards, and the Provincial and Federal governments and their agencies.

The ICSP process, which is the basis for the updates to the City's OCP, involved a significant level of public consultation which included:

- Developing the Our Enderby Facebook page to communicate updates and information regarding the ICSP process to residents;
- Distributing an Information Package which included background information regarding the three pillars of sustainability as well as the rationale, objectives, and anticipated outcomes of the ICSP process;
- Distributing a Sustainability Survey throughout the community in order to gain feedback relative to what residents know about sustainability, how they feel about sustainability, and what sustainability measures they are currently undertaking;
- Developing a Sustainability Newsletter to communicate information regarding the City's sustainability initiatives and the ICSP process; and
- Having the ICSP Project Team interact with Enderby residents to raise awareness of the project and the concept of sustainability which included meeting with the Enderby Lions Club, Enderby Women in Business, seniors at the Wheels to meals wrap-up event, and local businesses, vendors, and shoppers at the Enderby Open Air Market.

As the information gathered through the ICSP process was the basis for the OCP update, the public consultation done through the ICSP process serves as an additional level of public consultation. In addition, draft chapters of the OCP were placed on public agendas for consideration by Council and to permit questions to be raised by the public during question period. Prior to third reading of the OCP, the City of Enderby will provide another opportunity for public engagement in the form of a Public Hearing where members of the public will have the opportunity to make representations respecting matters contained in the proposed bylaw.

Respectfully Submitted,



Kurt Inglis  
Kurt Inglis, Assistant Corporate Officer and Planning Assistant

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

Agenda  
Bylaw Schedules A & G  
circulated under  
separate cover

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant  
Date: July 9, 2014  
Subject: Official Community Plan Bylaw No. 1549, 2014 - First Reading

---

**Recommendation**

THAT City of Enderby Official Community Plan Bylaw No. 1549, 2014 which proposes to adopt an official community plan for the City of Enderby be given First Reading.

**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).

Staff has presented 20 of the 22 Sections of the draft Official Community Plan to Council for comment and consideration. Attached is the consolidated Official Community Plan which is consistent with the Sections previously advanced to Council, save for several minor alterations and additions which include:

- The addition of *Section 16 - Regional Context Statement* which identifies the relationship between the North Okanagan Regional Growth Strategy (RGS) and the City's OCP. In accordance with the Local Government Act (Section 866), a Regional Context Statement must be included within an OCP for any area to which a RGS applies. Furthermore, *Schedule "D" - Regional Growth Strategy Congruency Analysis* provides a summary of the OCP policy relationship with the strategic direction of the RGS.
- The inclusion of *Section 22 - Implementation* which outlines the key programs, reviews, amendments, reports, supporting documents and amendments cited throughout the Official Community Plan which Council will initiate.
- Modifying policy 19.3.c of *Section 19 - Transportation Network* to note that infrastructure standards associated with Multi-use Pathways designated on Schedule "C" would be established through the Active Transportation Plan. The Multi-use Pathway designation is intended to accommodate a variety of uses and transportation infrastructure including trails, walkways, sidewalks, bicycle lanes, greenways, natural areas, etc.
- *Schedule "B" - Land Use Designation Map* and *Schedule "C" - Parks and Transportation Map* have been updated to reflect the objectives and policies of the OCP while *Schedule "E" - City of*

*Enderby Regional Growth Strategy Designations Map* has been included to provide consistency with the North Okanagan Regional Growth Strategy. Full-sized, 24"x36" copies of Schedule "B", Schedule "C", and Schedule "E" will be posted in the City Hall Council Chambers for Council's reference.

Key highlights of the Official Community Plan rewrite include:

1. The City of Enderby Official Community Plan has been rewritten to integrate the values, objectives and priorities of Enderby residents which were identified through the ICSP process
2. An approach to heritage conservation which will improve awareness of and protection for properties of high heritage value and increase certainty for the real estate sector;
3. Removal of the commercial and industrial development permit areas which will reduce red tape and save commercial and industrial applicants up to 4-6 weeks in time, \$330 in application fees, and between \$300-1000 in developing support materials;
4. Support for collaboration with the Ministry of Transportation and Infrastructure, community stakeholders, and the Splatstin Band in support of a future 'twinning' of Highway 97A through the City and Splatstin Reserve which would improve traffic flows through existing commercial areas and provide additional commercial highway frontage;
5. Support for a comprehensive active transportation network which will improve the health and well-being of residents, provide opportunities for outdoor recreation, and help to strengthen tourism; and
6. A demonstration of complete consistency with the North Okanagan Regional Growth Strategy which will help to foster regional sustainability, resilience, and prosperity by addressing issues such as growth management, economic development, housing, water stewardship, transportation, and infrastructure.

### Conclusion

The Official Community Plan Bylaw is now being presented to Council for First Reading. Following First Reading, the Bylaw will be referred to a number of persons, organizations, and authorities for review and comment in order to satisfy the requirements of the Local Government Act.

Respectfully Submitted,



Kurt Inglis, Assistant Corporate Officer and Planning Assistant





**CORPORATION OF THE CITY OF ENDERBY**

**BYLAW NO. 1549**

**A Bylaw of the Corporation of the City of Enderby to adopt an Official Community Plan**

---

**WHEREAS** pursuant to Section 876 [*Authority to adopt by bylaw*] of the Local Government Act, R.S.B.C., 1996, Chapter 323, Council may adopt one or more official community plans;

**AND WHEREAS** the said Official Community Plan shall be prepared in accordance with Section 877 of the Local Government Act;

**AND WHEREAS** the said Official Community Plan may include policy and context statements in accordance with Section 878 of the Local Government Act;

**AND WHEREAS** the said Official Community Plan may be expressed in maps, plans, reports, or any combination thereof;

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

1. This Bylaw may be cited for all purposes as the "**City of Enderby Official Community Plan Bylaw No. 1549, 2014**".
2. The stated Objectives and Policies of the Official Community Plan Report marked Schedule "A", together with the Official Community Plan Maps marked Schedule "B", Schedule "C", and Schedule "E", and the Regional Growth Strategy Congruency Analysis marked Schedule "D", all attached hereto and forming part of this Bylaw, are hereby designated as the Official Community Plan of the Corporation of the City of Enderby.
3. Bylaw No. 1171, 1995 being the "Corporation of the City of Enderby Official Community Plan Bylaw No. 1171, 1995", and all amending bylaws thereto, are hereby repealed.

**Read a FIRST TIME** this day of \_\_\_\_\_, 2014.

**Read a SECOND TIME** this day of \_\_\_\_\_, 2014.

Advertised on the \_\_\_\_\_ day of \_\_\_\_\_, 2014 and the \_\_\_\_\_ day of \_\_\_\_\_, 2014, and a Public Hearing held pursuant to the provisions of Section 890 of the Local Government Act on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**Read a THIRD TIME** this day of \_\_\_\_\_, 2014.

**ADOPTED** this day of \_\_\_\_\_, 2014.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1548, 2014

A BYLAW TO AMEND THE MUNICIPAL TICKETING INFORMATION (MTI) SYSTEM BYLAW  
NO. 1518

---

WHEREAS Council of the City of Enderby has adopted "City of Enderby Municipal Ticketing Information System Bylaw No. 1518, 2013";

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

1. This bylaw may be cited as the "City of Enderby Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1548, 2014".
2. Schedule "A" of "City of Enderby Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013" is deleted and Schedule "A" attached to and forming part of this bylaw is substituted therefore.
3. Schedule "6" is hereby deleted and Schedule "6" attached to and forming part of this Bylaw is substituted therefore.
3. Schedule "9" attached hereto is hereby established, and forms part of this Bylaw.

READ a FIRST time this 16<sup>th</sup> day of June, 2014.

READ a SECOND time this 16<sup>th</sup> day of June, 2014.

READ a THIRD time this 16<sup>th</sup> day of June, 2014.

RECONSIDERED and ADOPTED this    day of    , 20    .

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**Schedule "A"**

**MUNICIPAL TICKETING INFORMATION SYSTEM BYLAW NO. 1518**

DESIGNATED BYLAWS	DESIGNATED BYLAW ENFORCEMENT OFFICERS
Dog Control Bylaw No. 1469, 2010	<ul style="list-style-type: none"> <li>• Dog Control Officers</li> <li>• Royal Canadian Mounted Police</li> <li>• Bylaw Enforcement Officers</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>
Water and Sprinkling Regulations Bylaw No. 1468, 2010	<ul style="list-style-type: none"> <li>• Director of Engineering and Public Works</li> <li>• Bylaw Enforcement Officers</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>
Business Licence and Regulation Bylaw No. 1408, 2009	<ul style="list-style-type: none"> <li>• Bylaw Enforcement Officers</li> <li>• Fire Chief</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>
Good Neighbour Bylaw No. 1517, 2013, excluding Section VI	<ul style="list-style-type: none"> <li>• Royal Canadian Mounted Police</li> <li>• Bylaw Enforcement Officers</li> <li>• Fire Chief</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>
Good Neighbour Bylaw No. 1517, 2013, Section VI	<ul style="list-style-type: none"> <li>• Royal Canadian Mounted Police</li> </ul>
Sanitary Sewer Regulation Bylaw No. 1470, 2010	<ul style="list-style-type: none"> <li>• Director of Engineering and Public Works</li> <li>• Bylaw Enforcement Officers</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>
Street and Traffic Bylaw No. 1471, 2010	<ul style="list-style-type: none"> <li>• Director of Engineering and Public Works</li> <li>• Bylaw Enforcement Officers</li> <li>• Building Inspector</li> <li>• Royal Canadian Mounted Police</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>
Fire and Emergency Services Bylaw No 1480, 2010	<ul style="list-style-type: none"> <li>• Bylaw Enforcement Officers</li> <li>• Fire Chief</li> <li>• Royal Canadian Mounted Police</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>
Cemetery Regulation Bylaw No. 1515, 2013	<ul style="list-style-type: none"> <li>• Bylaw Enforcement Officers</li> <li>• Royal Canadian Mounted Police</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>
Zoning Bylaw No. 966, 1987	<ul style="list-style-type: none"> <li>• Director of Engineering and Public Works</li> <li>• Bylaw Enforcement Officers</li> <li>• Building Inspector</li> <li>• Royal Canadian Mounted Police</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>

## SCHEDULE "6"

## STREET AND TRAFFIC BYLAW NO. 1471, 2010

	SECTION	FINE \$	Fine if Pd within 30 days \$
Park, drive or operate a vehicle or cycle in contravention of a traffic control device	402	100.	50.
Remove or alter a traffic control device	403	100.	50.
Failure to obey command	404	100.	50.
Vehicle blocking intersection or marked crosswalk	409	100.	50.
Failure to obey load limits	410	100.	50.
Ride bicycle on a sidewalk or walkway	415	100.	50.
Skateboards	416	100.	50.
Removal of traffic notice	420	100.	50.
Parking vehicles contrary to bylaw	601	100.	50.
Littering on street	701	100.	50.
Excavation or construction on highway without authorization	702	100.	50.
Impeding traffic on highway	703	100.	50.
Trees or shrubs obstructing sidewalk or highway	704	100.	50.
Defacing Poles	706	100.	50.

## SCHEDULE "9"

Zoning Bylaw No. 966, 1987	Section	Fine \$	Fine if Pd within 30 days \$
Off-Street parking or loading contravention	305	100.	50.
Obstructing an inspection or inspector	307	100.	50.
Home occupation contravenes permitted use	401.2.a	100.	50.
Temporary structure contravenes permitted use	401.2.b	100.	50.
Boarding use contravenes permitted use	401.2.c	100.	50.
Tent, trailer, or mobile home use contravention	401.3.b	100.	50.
Unenclosed storage of vehicles in state of disrepair nor not licensed	401.3.c	100.	50.
Incineration of fish, animal, or vegetable waste	401.3.d	100.	50.
Unauthorized parking and storage in residential zones	401.4.a	100.	50.
Failure to maintain landscape screening	403.1.a	100.	50.
Sign not permitted	404.3.a	100.	50.
Prohibited sign	404.3.b	100.	50.
More than one home occupation, real estate or political sign	404.3.d	100.	50.
Illumination not permitted for home occupation, real estate or political signs	404.3.e	100.	50.
Failure to maintain sign	404.3.h	100.	50.

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

**To:** Tate Bengtson, CAO  
**From:** Jennifer Bellamy, CFO  
**Date:** June 24, 2014  
**Subject:** Upgrades to Mill Avenue Loan Authorization Bylaw No. 1544, 2014 – Results of Alternative Approval Process

---

**Recommendation:**

THAT the report from the Chief Financial Officer, dated June 24, 2014 regarding Upgrades to Mill Avenue Loan Authorization Bylaw No. 1544, 2014 – Results of Alternative Approval Process be received for information; and

THAT Upgrades to Mill Avenue Loan Authorization Bylaw No. 1544, 2014 be forwarded to Council for adoption.

**Purpose:**

To report on the results of the alternative approval process in regards to Upgrades to Mill Avenue Loan Authorization Bylaw No. 1544, 2014.

**Background/Results:**

At the regular council meeting of April 7, 2014, three readings were given to the above loan authorization bylaw and Council approved proceeding with the alternative approval process for the bylaw.

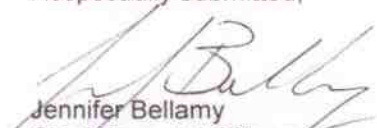
At the regular council meeting of May 5, 2014, Council approved the Notice, Elector Response Form, the total number of electors, and the deadline for elector responses.

The Notice was published in two editions of the Okanagan Advertiser (May 14, 2014 & May 21, 2014).

The deadline for receiving elector responses was 4:30pm, Monday June 23, 2014. No elector responses were received.

In accordance with section 86(8) of the Community Charter, the Corporate Officer has determined and certified that elector approval to proceed with the bylaw has been obtained (see the attached Certification of Elector's Opinion Regarding an Alternative Approval Process). As the number of elector response forms received did not exceed 239 (10% of the electors) the City can now proceed with the adoption of the bylaw.

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer

**CERTIFICATION OF ELECTOR'S OPINION REGARDING AN ALTERNATIVE APPROVAL PROCESS**

**THE CORPORATION OF THE CITY OF ENDERBY**

**CORPORATE OFFICER'S CERTIFICATE**

I, the undersigned Corporate Officer, as the person responsible for corporate administration under section 148 of the *Community Charter* (or section 198 of the *Local Government Act*), have determined in relation to the alternative approval process that was conducted to obtain the opinion of the electors for the UPGRADES TO MILL AVENUE LOAN AUTHORIZATION BYLAW NO. 1544, 2014 passed on June 23, 2014, and do certify on the basis of the number of elector response forms received before the deadline established for the alternative approval process namely June 23, 2014, that in accordance with Section 86 of the *Community Charter*, the approval of the electors was obtained. The number of electors who were eligible to sign an elector response form and who submitted the form by the deadline established for receiving them is zero.

DATED this 24<sup>th</sup> day of June, 2014.



Tate Bengtson  
Corporate Officer

**THE CORPORATION OF THE CITY OF ENDERBY**

**LOAN AUTHORIZATION BYLAW NUMBER 1544**

**A Bylaw to Authorize the Borrowing of the Estimated Cost of Upgrading  
Mill Avenue**

**WHEREAS** it is deemed desirable and expedient to construct improvements to Mill Avenue within the City of Enderby and;

**WHEREAS** the estimated cost of constructing improvements to Mill Avenue, including expenses incidental thereto, is the sum of Nine Hundred Seventy Six Thousand Dollars (\$976,000.00), of which the amount of debt intended to be created by this bylaw is Four Hundred Fifty Thousand Dollars (\$450,000.00).

**NOW THEREFORE** the Council of the City of Enderby in the Province of British Columbia, in an open meeting assembled enacts as follows:

1. The Council is hereby empowered to borrow for the construction of the upgrades to Mill Avenue in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing;
  - a) to borrow upon the credit of the municipality a sum not exceeding Four Hundred Fifty Thousand Dollars (\$450,000.00).
  - b) to acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the upgrades to Mill Avenue.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty (20) years.
3. This bylaw may be cited as "**Upgrades to Mill Avenue Loan Authorization Bylaw Number 1544, 2014**".

**READ A FIRST TIME** this 7th day of April, 2014.

**READ A SECOND TIME** this 7th day of April, 2014.

**READ A THIRD TIME** this 7th day of April, 2014.

**RECEIVED** the approval of the Inspector of Municipalities this 1<sup>st</sup> day of May, 2014.

**RECEIVED** the approval of the electors of the City of Enderby on the 23<sup>rd</sup> day of June, 2014.

**RECONSIDERED AND FINALLY PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2014.



\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ADMINISTRATOR

Certified a true copy of Bylaw No. 1544 as at third reading.

\_\_\_\_\_  
Corporate Administrator

Certified a true copy of Bylaw No. 1544 as adopted.

\_\_\_\_\_  
Corporate Administrator



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

THERE ARE NO PERMITS FOR THE PERIOD  
 For Area: Enderby

39

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



# Regional District of North Okanagan Building Inspections Statistical Report for Jun 2014

Class:	Electoral Areas:		Armstrong		Enderby		Lumby		Spallumcheen			
	H Units:	Permits:	Value:	H Units:	Permits:	Value:	H Units:	Permits:	Value:	H Units:	Permits:	Value:
Residential	5	8	\$2,222,000	0	0	\$0	0	0	\$0	0	1	\$0
Residential YTD	24	49	\$7,963,180	5	13	\$1,542,000	1	4	\$486,000	4	6	\$953,500
Commercial	0	1	\$22,500	0	0	\$0	0	0	\$0	0	0	\$0
Commercial YTD	0	2	\$102,500	0	2	\$162,000	0	0	\$0	0	2	\$17,570
Industrial	0	1	\$30,000	0	0	\$0	0	0	\$0	0	0	\$0
Industrial YTD	0	1	\$30,000	0	0	\$0	0	0	\$0	0	0	\$0
Public	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Public YTD	0	1	\$600	0	0	\$0	0	0	\$0	0	0	\$0
Agricultural	0	3	\$321,000	0	0	\$0	0	0	\$0	0	0	\$0
Agricultural YTD	0	8	\$1,506,000	0	0	\$0	0	0	\$0	0	3	\$110,400
<b>Ttl's for Month</b>	<b>5</b>	<b>13</b>	<b>\$2,595,500</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>1</b>	<b>\$80,000</b>
Same Month Prev Yr	5	18	\$1,287,250	0	1	\$64,000	2	1	\$350,000	0	0	\$0
Yr to Date	24	61	\$9,602,280	5	15	\$1,694,000	1	4	\$486,000	4	8	\$971,070
Last Yr to Date	17	65	\$4,769,650	0	11	\$647,850	2	10	\$653,600	2	6	\$601,000

### Totals for all Areas:

Year To Date	Units	Permits	Value
Year To Date	42	108	\$15,217,415.00
Last Year To Date	31	120	\$12,819,700.00

2



The Royal Canadian Legion #98

**ENDERBY**

PO Box 514  
909 Belvedere Street  
Enderby, BC V0E 1V0  
(250) 838-7283  
Fax: (250) 838-7235  
Email: [enderbylegion@gmail.com](mailto:enderbylegion@gmail.com)

Website: [www.enderbylegion.com](http://www.enderbylegion.com)

To: City of Enderby

Attention: Mayor & Council

June 26, 2014

Further to your request, enclosed is a drawing of the sign that has been approved by legion members of the Royal Canadian Legion branch #98 at our general meeting of October, 2013.

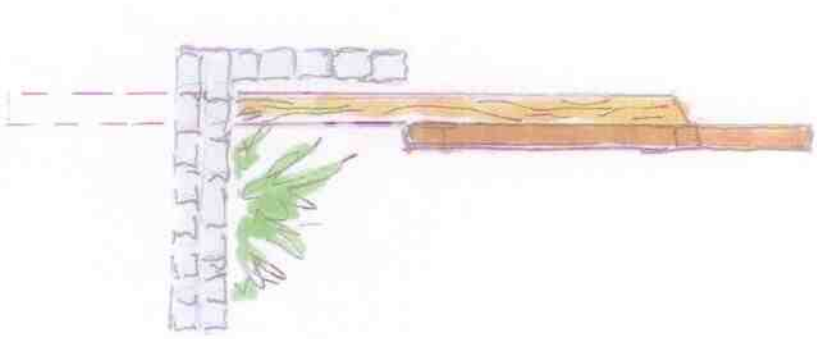
This sign will be located in the SE corner of "VETERANS PARK" (Cenotaph). Should you require further information please do not hesitate to contact me.

Sincerely,

Peter Lacasse, 

Executive member, RCL #98

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SIDE VIEW



TOP VIEW



FRONT VIEW

JUNE 2014  
P41.166

APPROX: 5' x 4'



06/15/2014



06/15/2014

43

APPROX: 5' x 4'

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: June 24, 2014  
Subject: Waste Bins on Public Property

---

**RECOMMENDATION**

THAT Council endorses the following strategy to deal with waste bins on public property:

*City staff will contact the owners of waste bins located on City property to implement one of the following solutions:*

- 1) *Waste bins should be located on private property whenever possible and in accordance with other applicable regulations;*
- 2) *In the event that it is not possible to locate a waste bin on private property due to the nature of the existing development, the owners shall, in order of preference:*
  - a. *Partner with a neighbouring business to share a common waste bin on private property; or*
  - b. *Enter into a license of occupation with the City of Enderby whereby the occupier will:*
    - i. *be responsible for erecting screening or an enclosure suitable to the City of Enderby;*
    - ii. *commit to keeping the surrounding premises free of waste;*
    - iii. *indemnify the City and add the latter as a named insured to its liability insurance policy;*
    - iv. *ensure the location of the waste bin and screening or enclosure does not inhibit the flow of traffic or pedestrians; and*
    - v. *ensure that the waste bin does not give rise to foul odours.*

**BACKGROUND**

Further to the May 12, 2014 Revitalization Committee meeting, staff have performed a cursory review of waste bins located on public property and identified several in addition to those located at the east end of Mill Avenue. The bins at the east end of Mill Avenue were identified as unsightly and tending to attract illegal dumping, which is collected at taxpayer expense.

Consequent to the Revitalization Committee's discussion, staff developed a strategic approach to engage with those who may wish to locate waste bins on public property.

The following objectives informed the approach:

- 1) Appreciate that certain commercial properties may lack sufficient space for storage of waste bins;
- 2) Encourage cost-saving partnerships among neighbouring business owners when possible; and
- 3) Ensure that, if bins must be located on public property in the absence of a better solution, the owners of those bins are assuming responsibility for mitigating the negative effects associated with their use of City property.

The approach is as follows:

*City staff will contact the owners of waste bins located on City property to implement one of the following solutions:*

- 3) *Waste bins should be located on private property whenever possible and in accordance with other applicable regulations;*
- 4) *In the event that it is not possible to locate a waste bin on private property due to the nature of the existing development, the owners shall, in order of preference:*
  - a. *Partner with a neighbouring business to share a common waste bin on private property; or*
  - b. *Enter into a license of occupation with the City of Enderby whereby the occupier will:*
    - i. *be responsible for erecting screening or an enclosure suitable to the City of Enderby;*
    - ii. *commit to keeping the surrounding premises free of waste;*
    - iii. *indemnify the City and add the latter as a named insured to its liability insurance policy;*
    - iv. *ensure the location of the waste bin and screening or enclosure does not inhibit the flow of traffic or pedestrians; and*
    - v. *ensure that the waste bin does not give rise to foul odours.*

It is hoped that most waste bins may be accommodated under Solution 1 or 2(a). In fact, Solution 2(a) may motivate discussion among neighbouring business owners about how they may partner to save on fixed costs. Solution 2(b), while potentially necessary in certain circumstances, will mitigate the negative impacts without expense to the general taxpayer. For clarity, if a licensee is able to identify a person who is dumping garbage on a public street or boulevard, the City may ticket the person pursuant to the Streets and Traffic Bylaw.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer





Agenda



June 26, 2014

Ref: 155838

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

Dear Mayor Cyr:

We are writing in our capacities as Minister of Community, Sport and Cultural Development and Minister of Agriculture, regarding issues relating to medical marihuana production in British Columbia.

Many local governments have expressed concern regarding the potential establishment of medical marihuana production facilities in our communities, under the new federal regulations. Some local governments and stakeholders have written expressing an array of concerns, the most common messages concerning the exclusion of these facilities from qualifying for provincial farm class and if they would be considered an allowable farm use.

These concerns have been taken seriously and we understand that the establishment of these facilities within your communities will have a potential impact on services and costs. We brought your concerns to the attention of Honourable Christy Clark, Premier, and our Cabinet colleagues in the context of a larger discussion about medical marihuana production in the province.

After careful consideration, we are pleased to inform you that the Province of British Columbia has made a decision to implement a regulatory change that excludes medical marihuana, and any other federally regulated narcotic, from being eligible for farm classification for property assessment and tax purposes. This decision to treat medical marihuana as a restricted narcotic substance and a pharmaceutical is also consistent with the Province of Alberta. This change will apply to facilities located on both Agricultural Land Reserve (ALR) and non ALR lands.

In addition, please be advised that the Province will continue to view medical marihuana production facilities as an allowable farm use on ALR lands. The Ministry of Agriculture's policy position is that local governments should not prohibit medical marihuana production in the ALR. Any local government that has passed or is considering bylaws that address the issue of medical marihuana production within its boundaries may wish to seek legal counsel, as enacting such a bylaw may give rise to a constitutional challenge as frustrating a lawful initiative of the federal government. This is consistent with the position of the Agricultural Land Commission's updated Information Bulletin from January 2014 ([http://www.alc.gov.bc.ca/publications/ALC\\_Info\\_Bulletin\\_Marihuana\\_Amended\\_Jan\\_2014.pdf](http://www.alc.gov.bc.ca/publications/ALC_Info_Bulletin_Marihuana_Amended_Jan_2014.pdf)).

.../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](http://www.gov.bc.ca/cscd)

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Any applicant for a license must comply with all federal requirements including security and building standards, as well as local bylaws regulating site-specific requirements.

Consistent with British Columbia government policy, the Minister of Agriculture does not intend to approve any bylaw that would prohibit the production of medical marihuana in the ALR.

The Ministry of Agriculture will, however, offer guidance to local governments on the degree in which one of their farm bylaws could regulate medical marihuana production in the ALR through a Minister's Bylaw Standard specific to the production of medical marihuana on ALR land and will involve local governments in the development of those standards.

Minister's Bylaw Standards establish standards for the guidance of local government in the preparation of various bylaws affecting agriculture. Examples of current Minister's Bylaw Standards include:

- o Building setbacks from lot lines
- o Maximum lot coverage
- o Maximum building heights

More information about Minister's Bylaw Standards is available on the Ministry of Agriculture's website at: [www.al.gov.bc.ca/resmgmt/sf/guide to bylaw development/Guide to ByLaw Dev index.htm](http://www.al.gov.bc.ca/resmgmt/sf/guide%20to%20bylaw%20development/Guide%20to%20ByLaw%20Dev%20index.htm).

Overall, we believe this decision reflects a balanced approach, which considers the interests of the federally licensed facility operators, the interests of the agricultural sector and the purpose of the Agricultural Land Reserve, and the concerns of local governments and communities. Also, enclosed for your reference are the Information Bulletin and Backgrounder (see: <http://www.newsroom.gov.bc.ca/2014/06/bc-preserves-local-governments-tax-revenues-from-medical-marijuana-growers.html>).

Sincerely,



Coralee Oakes  
Minister of Community, Sport  
and Cultural Development



Norm Letnick  
Minister of Agriculture

Enclosures

pc: Mr. Greg Kylo, MLA, Shuswap



---

## INFORMATION BULLETIN

For Immediate Release  
2014CSCD0039-000862  
June 24, 2014

Ministry of Community, Sport and Cultural Development  
Ministry of Agriculture

### **B.C. preserves local governments' tax revenues from medical marijuana growers**

VICTORIA – The Government of British Columbia is excluding federally-licensed medical marijuana production from the list of agricultural uses that qualify for farm classification for assessment and property tax purposes.

The decision will ensure local governments do not lose potential property tax revenues from the Health Canada licensed-production facilities.

Medical marijuana is a federally-regulated narcotic produced by licensed operators in British Columbia. There are currently five federally-licensed facilities in British Columbia.

B.C.'s position takes into consideration the nature of the highly-regulated and secure facilities, and is consistent with the approach being taken in neighbouring Alberta.

The Government of British Columbia will also continue to view medical-marijuana production as an allowable farm use within the Agricultural Land Reserve that should not be prohibited by local government bylaws. This is consistent with the Agricultural Land Commission's interpretation of the Agricultural Land Commission Act.

Federal regulations for medical marijuana came into effect April 1, 2014. The exclusion from farm classification for property tax purposes will take effect for property assessments in the 2015 taxation year.

#### **Media Contacts:**

Shannon Hagerman  
Ministry of Community, Sport and Cultural  
Development  
250 953-3677

Robert Boelens  
Ministry of Agriculture  
250 356-1674

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Connect with the Province of B.C. at: [www.gov.bc.ca/connect](http://www.gov.bc.ca/connect)



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## BACKGROUND

For Immediate Release  
2014CSCD0039-000862  
June 24, 2014

Ministry of Community, Sport and Cultural Development  
Ministry of Agriculture

### **Eligibility for farm classification for property tax purposes**

In British Columbia, the BC Assessment Act specifies which farm uses qualify for farm classification for property tax assessment purposes. If the income derived from these qualifying uses meets the prescribed levels, the land and buildings in which the activities are carried out may be eligible for certain tax benefits. Farm class confers significant benefits to a property through low land values, reduced tax rates, PST exemptions and exemptions on farm buildings of up to 87.5% of value.

The B.C. government has amended the farm class regulation to exclude federally-licensed medical marijuana production facilities as a qualifying farm product for assessment and taxation purposes. This means the facilities would not be eligible for the benefits of farm classification. The regulatory amendment will take effect in the 2015 property taxation year.

There are already approved activities on Agricultural Land Reserve (ALR) land that are not eligible for farm classification for assessment and property tax purposes. Excluded products and activities include farm or ranch tourism operations; sand and gravel extraction operations and winery and cidery facilities.

### **Facilities are accepted farm use within Agricultural Land Reserve**

Licensed medical marijuana production facilities may be located on both provincial ALR and non-ALR lands, subject to local government zoning and other site requirements. The Agricultural Land Commission has determined that medical marijuana production is consistent with the definition of a farm use under the Agricultural Land Commission Act. However, as a federally-regulated narcotic, it will not be eligible for farm classification for property tax purposes. Consistent with the federal government's direction and the Agricultural Land Commission's position, and based on legal guidance, the Province agrees local governments should not prohibit medical marijuana production in the ALR.

Local governments looking to propose a bylaw prohibiting medical marijuana may wish to seek legal counsel as enacting such a bylaw may give rise to a constitutional challenge as frustrating a lawful initiative of the federal government.

### **Health Canada licensed facilities:**

Since 2001, Health Canada has granted access to marijuana for medical purposes to Canadians who have had the support of their physicians. In June 2013, the Government of Canada introduced new regulations that treat medical marijuana as a controlled narcotic and created a new commercial industry that is responsible for its production and distribution. As of April 1, 2014, the only way to access medical marijuana for medical purposes is through commercial, licensed productions.

The federal government requires licensed producers to maintain specific security measures, including a detailed description of the measures and floor plans of the site, and to meet local government requirements as a condition of their license. As of May 5, 2014, five licenses have been issued to producers in Central Saanich, Maple Ridge, Whistler, Nanaimo and Spallumcheen.

Quick Links:

Health Canada (Medical Use of Marijuana): [www.hc-sc.gc.ca/dhp-mps/marihuana/index-eng.php](http://www.hc-sc.gc.ca/dhp-mps/marihuana/index-eng.php)

BC Assessment: [www.bcassessment.ca/Pages/default.aspx](http://www.bcassessment.ca/Pages/default.aspx)

Agricultural Land Commission: <http://www.alc.gov.bc.ca>

[http://www.alc.gov.bc.ca/publications/ALC Info Bulletin Marijuana Amended Jan 2014.pdf](http://www.alc.gov.bc.ca/publications/ALC%20Info%20Bulletin%20Marijuana%20Amended%20Jan%202014.pdf)

**Media Contacts:**

Shannon Hagerman  
Ministry of Community, Sport and Cultural  
Development  
250 953-3677

Robert Boelens  
Ministry of Agriculture  
250 356-1674

---

Connect with the Province of B.C. at: [www.gov.bc.ca/connect](http://www.gov.bc.ca/connect)



H E L I C O P T E R S

July 3, 2014

Tate Bengtson  
City of Enderby

Re: Letter of Notification – BC Hydro Aerial Mapping, July 21-August 21, 2014

Dear Mr. Bengtson,

I am writing to notify the City of Enderby of intended low level flights by Talon Helicopters Ltd. for the purpose of aerial mapping of power lines with BC Hydro. The flights are to take place between July 21<sup>st</sup> to August 21<sup>st</sup>, 2014, during daylight hours. We will adhere to all flight paths and times as set by Transport Canada.

Transport Canada requires that we notify the districts and municipalities involved of the planned low level flights and that they provide acknowledgement of notification.

Please do not hesitate to contact me if you have any further questions or concerns regarding this matter.

Jeanette Lim  
Operations Assistant  
Talon Helicopters Ltd.

July 3, 2014  
Date

Tate Bengtson  
City of Enderby

July 3/2014  
Date

4380 AGAR DRIVE, RICHMOND, BRITISH COLUMBIA, CANADA V7B 1A3

TEL: (24 HRS) 604 214 3585 FAX: 604 214 3586  
EMAIL: MAIL@TALONCOPTERS.COM ✓  
WWW.TALONCOPTERS.COM

Agenda



## News Release

1450 K.L.O. Road  
Kelowna, B.C. V1W 3Z4  
Telephone: (250) 763-4918  
Fax: (250) 763-0606  
[www.regionaldistrict.com](http://www.regionaldistrict.com)  
[www.facebook.com](http://www.facebook.com)  
[www.cordemergency.ca](http://www.cordemergency.ca)

July 2, 2014

### Interior Regional Districts Moving 9-1-1 Call Answer to E-Comm

This fall, 9-1-1 call answer services for nine interior regional districts will move to a new service provider.

Starting November 18<sup>th</sup>, 9-1-1 calls placed from the Regional District of Central Okanagan, North Okanagan, Okanagan-Similkameen, Thompson-Nicola, Columbia-Shuswap, Squamish-Lillooet (North), Central Kootenay, East Kootenay and Kootenay-Boundary Regional Districts will be answered through E-Comm, the emergency communication centre located in the Lower Mainland.

The Regional District of Central Okanagan (RDCO) provides initial 9-1-1 call response services to the nine regional districts throughout the B.C. Interior. The RDCO currently has a Memorandum of Understanding with the Royal Canadian Mounted Police for initial Public Safety Answering Point (PSAP) service, which is provided out of the Southeast District Operational Communications Centre (OCC) in Kelowna. That is where all 9-1-1 calls placed within the nine regional districts are answered by a Telecommunications Operator who determines the nature of the emergency call and quickly transfers the caller to the appropriate first responder agency (Police, Fire or BC Ambulance).

Regional District of Central Okanagan Chair Robert Hobson says, "For almost two years, we have been exploring various options for 9-1-1 call answer services on behalf of all nine interior regional districts. In 2012 we were advised by the RCMP that we would be facing significant increases for provision of 9-1-1 services. After an extensive review and negotiations, we've recently signed a five year contract with E-Comm in Vancouver. The transition from the RCMP OCC to E-Comm will take place November 18<sup>th</sup>."

Hobson adds, "By contracting our 9-1-1 service to E-Comm, over the five year agreement the regional districts will see a 25% reduction in overall program operating costs. That translates into total savings of more than \$2.1-million for the program, proportionately shared by the regional district partners.

"Public safety remains our top priority" says Hobson. "E-Comm's outstanding track record of high quality and reliable 9-1-1 answering services, means all residents in the affected regional districts can be assured there will be professionally handled, quick response to their initial emergency calls."

In addition, by having E-Comm provide initial emergency call handling service, the regional districts believe they'll be in a better position to take advantage of Next Generation 9-1-1 technology.

Until the change this fall to E-Comm, 9-1-1 PSAP calls will continue to be answered by staff in the Southeast District Operational Communications Centre. Within the service area of the nine

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regional districts during 2013, a total of 226,796 9-1-1 calls were received and answered by the OCC based in Kelowna.

"We are pleased to partner with the Regional District of Central Okanagan and are committed to ensuring residents of all nine regional districts continue to receive high-quality, responsive 9-1-1 public safety answer point service 24-hours a day," says E-Comm President & CEO David Guscott. "E-Comm is focused on helping to create safer communities in B.C. through excellence in public-safety communication, and we believe that an integrated approach is a key element in achieving that vision."

E-Comm's integrated multi-jurisdictional call taking and dispatch centre provides economies of scale by providing 9-1-1 service for Metro Vancouver, the Sunshine Coast Regional District, Whistler, Squamish, the Squamish-Lillooet Regional District (South). It recently agreed to begin providing 9-1-1 service this fall to the North Island 9-1-1 Corporation which is comprised of six regional districts in addition to the regional districts of Fraser Fort-George, Cariboo, Bulkley-Nechako and much of the Kitimat-Stikine RD. E-Comm utilizes top tier technology in a Vancouver building that is secure and purposely designed and built to resist a major earthquake (7+) and be self-sufficient for 72 hours. It has a number of backup provisions to ensure the continuity of 9-1-1 call answer services for a variety of scenarios. In 2013, E-Comm received 861,694 emergency calls, answering 98% of them in five seconds or less. The National Emergency Number Association (NENA) standard is to answer 90% of all calls within ten seconds.

-30-

Contacts:

Regional District of Central Okanagan  
Bruce Smith  
Communications Officer  
250-469-6339

Columbia Shuswap Regional District  
Charles Hamilton  
Chief Administrative Officer  
250-832-8194

Regional District of Okanagan-Similkameen  
Bill Newell  
Chief Administrative Officer  
250-492-0237

Regional District of Kootenay Boundary  
John MacLean  
Chief Administrative Officer  
250-368-9148

Regional District of North Okanagan  
Ron Baker  
Community/Protective Services Manager  
250-550-3731

Regional District of Central Kootenay  
Brian Carruthers  
Chief Administrative Officer  
250-352-8152

Thompson-Nicola Regional District  
Ron Stone  
Manager of Community Services  
250-377-7078

Regional District of East Kootenay  
Lee-Ann Crane  
Chief Administrative Officer  
250-489-2791

Squamish-Lillooet Regional District  
Jeannette Nadon  
Communications and Grants Coordinator  
604-894-6371 (x239)

E-Comm  
Jody Robertson  
Director of Corporate Communications and  
Corporate Secretary  
604-215-4956



## FAQ - 9-1-1 Changes within the Regional District

The Regional District of Central Okanagan provides 9-1-1 service to all municipalities and electoral areas of the following regional districts located in the B.C. Interior:

Regional District of Okanagan-Similkameen	Regional District of North Okanagan	Columbia Shuswap Regional District
Thompson-Nicola Regional District	Regional District of Kootenay Boundary	Regional District of Central Kootenay
Regional District of East Kootenay	Squamish-Lillooet Regional District (North)	Regional District of Central Okanagan

At the present time, the Regional District has a Memorandum of Understanding (MOU) with the Royal Canadian Mounted Police for 9-1-1 Public Safety Answering Point (PSAP) services. All 9-1-1 calls are initially answered by a PSAP Telecommunications Operator located at the Southeast District Operational Communications Centre (OCC) in Kelowna. This operator determines the nature of the caller's emergency and quickly transfers the caller to the appropriate emergency first responder (Police, Fire or BC Ambulance).

Over the past two years, the Regional District has been exploring other options for provision of 9-1-1 call answer services. After a thorough review and extensive evaluation, the Regional District has entered into a contractual agreement to have 9-1-1 calls from our area answered through E-Comm, the highly regarded emergency communications centre located in Vancouver. Over the next few months the transition will begin and the changeover will take place November 18<sup>th</sup>.

### **What is E-Comm?**

E-Comm is the integrated multi-jurisdictional emergency call answering and dispatch communications centre located in Vancouver. E-Comm answers approximately 866,000 9-1-1 calls each year for Metro Vancouver, the Sunshine Coast Regional District, and Squamish-Lillooet Regional District (South). E-Comm also provides dispatch services to 15 police agencies and 18 fire departments. Later this fall, E-Comm will begin providing 9-1-1 services to the regional districts of Fraser Fort-George, Cariboo, Bulkley-Nechako and much of the Kitimat-Stikine. E-Comm recently agreed to begin providing 9-1-1 service to the North Island 9-1-1 Corporation comprised of six regional districts, this fall. E-Comm's dedication and focus on emergency call answering and dispatch services provides economies of scale, the ability to deliver top-tier technology to local governments of every size with increased operational efficiency.

### **Would it be faster to have 9-1-1 calls answered locally?**

E-Comm has some of the toughest call-answer targets in North America and consistently meets or beats those targets on an annual basis – year after year. In 2013, E-Comm received 861,694 emergency calls, answering 98% of them in five seconds or less. This exceeds the National Emergency Number Association (NENA) standard of answering 90% of all calls within ten seconds.

**If a resident calls 9-1-1 for police, how will a 9-1-1 operator in Vancouver know where to send help?**

9-1-1 calls that are received by an E-Comm operator will be transferred to the same dispatch centres that are currently in use. For example, if someone in Trail, Salmon Arm or Blue River calls 9-1-1 and requests police assistance, the E-Comm operator would transfer the call to the RCMP Dispatch Centre based in Kelowna. A transition plan is being developed and will take into account all of the many technical and operational needs required to ensure this service remains seamless for all residents of the affected regional districts.

**Where are the dispatch centres for ambulance and fire calls from our area?**

Ambulance calls are transferred to the BC Ambulance dispatch centre in Kamloops where they will dispatch local ambulance units. Fire calls are transferred to the appropriate local fire dispatch centre. For example, in the Central and Okanagan-Similkameen Regional Districts, fire calls are transferred to the Regional Fire Dispatch Centre located at the main fire hall Number 1 on Enterprise Way in Kelowna.

**Why switch 9-1-1 call answer service providers?**

The Regional District's emergency services will be strengthened by having its 9-1-1 operations located in a secure, purpose-built facility that has many built-in redundancies and other special features such as 24-7 call centre management oversight to support staff, a back-up site and access to more staffing resources to manage sudden influxes of 9-1-1 calls, as there is a larger workforce from which to draw.

E-Comm has invested in the latest technologies to provide proven reliable and effective call answer services. It provides 9-1-1 call answer services to large and small communities over much of BC and as such, operational expenses are shared amongst a larger group which provides cost savings for the Regional District. To find out more information please visit the E-Comm website: [www.ecomm911.ca](http://www.ecomm911.ca).

**What will happen to existing 9-1-1 PSAP Telecommunications Operators?**

The Regional District of Central Okanagan has twelve full time telecommunications operator positions. Many of the employees hired in these positions have already transitioned to other employment with the Regional District or with the RCMP as Civilian Member Telecommunications Operators. The remaining employees are considering their options.

**How reliable are E-Comm's 9-1-1 call answer services?**

E-Comm has operated a 9-1-1 primary PSAP and a secondary PSAP for 15 years, managing more than 14-million 9-1-1 calls and has earned a reputation as a leading emergency communications centre in North America.

E-Comm uses a variety of technologies to support 9-1-1 call answering and worked very closely with TELUS over the past 15 years to optimize the 9-1-1 call handling system to ensure that its emergency dispatch centre provides 9-1-1 call answering with the highest levels of service and reliability. E-Comm maintains an ongoing maintenance and upgrade strategy for all critical systems to ensure they are all kept up-to-date.

Other advantages include:

- E-Comm's primary infrastructure asset is a 60,000 square foot reinforced concrete facility built purposely as an emergency telecommunications and dispatch centre, complete with multiple power sources: Hydro, Uninterruptible Power Supply (UPS) and diesel generators and multiple communications redundancies from TELUS to ensure continuous service for its mission-critical operations.
- Off-site back-up capability for all PSAP, call-taking and dispatch operations

**Will switching to E-Comm save money for the Regional District?**

There are considerable cost savings by contracting with E-Comm. Considering the number of communities and local governments already serviced through E-Comm, there are economies of scale which reduce our costs by about 25% over the next five years. Under the new model, 9-1-1 call answer services will be significantly reduced by more than \$2.1-million over the next five years.

In addition, E-Comm has already invested in updated call answer technology. If we were to maintain call answer services locally, the nine participating Regional District's would have to absorb the full cost of any technology or system upgrades and staffing additions.

Looking ahead to the latest technology, E-Comm is taking a leadership role in the development of a long-term vision of 9-1-1 through the development of the 'Next Generation 9-1-1' (NG911) system for BC.

**Will switching to E-Comm for 9-1-1 service affect the 9-1-1 services to any of the nine participating Regional Districts?**

No. The Regional District of Central Okanagan has provided 9-1-1 service since 1988. We have consulted extensively with our eight other partner regional districts about the change in call answer services and are pleased that we will continue to provide 9-1-1 call answer services through a contract with E-Comm. The switch to E-Comm will take

place November 18<sup>th</sup> and provides significant savings that will be passed onto our partner regional districts.

**Does a 9-1-1 caller have to do anything differently?**

No. Any person with an emergency would dial 9-1-1 as usual. The change will be transparent to the caller.

**What's involved with switching call answer service providers?**

The transition of 9-1-1 call answer service providers will require development and implementation of a detailed plan that will include the regional districts, the RCMP, TELUS and E-Comm. There are network configuration changes that will need to be designed, implemented and tested as well as the development, implementation and training of new processes and procedures at E-Comm. The testing of the network configurations, process and procedures will include calls from each of the municipalities as well as confirmation of the 9-1-1 call transfers to each of the existing downstream BC Ambulance, RCMP and Fire Dispatch Centres through the normal and back-up configurations.

Last year, E-Comm successfully integrated the 9-1-1 police call taking and dispatch services for the Burnaby RCMP and the New Westminster Police Department. This fall it will also begin providing 9-1-1 call answer services for the North Island 9-1-1 Corporation, comprised of six regional districts and the regional districts of Fraser Fort-George, Cariboo, Bulkley-Nechako and much of the Kitimat-Stikine RD.

THE CORPORATION OF THE CITY OF ENDERBY

*Agenda*

MEMO

To: Tate Bengtson, CAO  
From: Jennifer Bellamy, CFO  
Date: July 2, 2014  
Subject: Appointment of Chief Election Officer & Deputy Chief Election Officer

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**Recommendation:**

THAT Council appoint Tate Bengtson as Chief Election Officer for the 2014 general local elections;

AND THAT Council appoint Jennifer Bellamy as Deputy Chief Election Officer for the 2014 general local elections.

**Background:**

Section 41(1) of the Local Government Act requires that Council appoint a Chief Election Officer and a Deputy Chief Election Officer to conduct the 2014 general local elections.

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO  
From: Jennifer Bellamy, CFO  
Date: July 8, 2014  
Subject: 2014 School Elections

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**Recommendation:**

THAT the City of Enderby election officials conduct the school trustee elections on behalf of School District No. 83.

**Background:**

Attached is correspondence received from School District No. 83 requesting that the City conduct the trustee elections on behalf of the School District as it has done in previous years.

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer

Jen

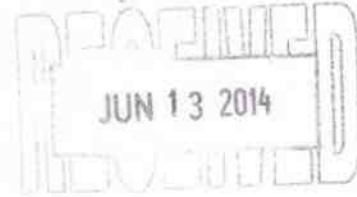


**The Board of Education of School District No. 83 (North Okanagan - Shuswap)**

PO Box 129 ~ 220 Shuswap St. N.E. ~ Salmon Arm, BC V1E 4N2 ~ 250-832-2157 FAX: 250-832-9428

June 9, 2014

Corporation of The  
City of Enderby



Tate Bengtson  
City of Enderby  
Box 400  
Enderby, BC V0E 1V0

Attention:

Dear Mr. Bengtson:

Re: November 15, 2014 General School Election

We would like to request that the City of Enderby again conduct trustee elections on behalf of the School District.

Teresa Wren (250-804-7844) has been appointed Chief Election Officer for the School District. Bethan Miller, Executive Assistant, (250-804-7830) has been appointed Deputy Chief Election Officer.

As we are currently conducting a Trustee Variation Review our Election Bylaw is not completed at this time and we will forward you our new Election Bylaw in the near future.

Election costs will be "cost shared" that is, prorated on the number of electoral positions plus referendum questions, if applicable.

We appreciate that the City will again assist with the trustee elections.

Thank you.

Sincerely,

*Bethan Miller*

Per: Sterling Olson  
Secretary-Treasurer

:bm

cc Teresa Wren, Chief Electoral Officer

60

*Agenda*

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO  
From: Jennifer Bellamy, CFO  
Date: July 2, 2014  
Subject: 2014 Election Rates of Pay

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**Recommendation**

That Council approves the following rates of pay for election personnel working for the Advanced Polls and General Voting day:

Chief Election Officer - \$870 flat rate

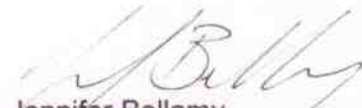
Deputy Chief Election Officer - \$564 flat rate

Election Officials - \$18.82 per hour

**Background**

The above pay rates are based on the 2011 pay rates which have been adjusted by CPI.

Respectfully Submitted

  
Jennifer Bellamy  
Chief Financial Officer



Agenda



## Attention Councils and Boards: Response Sought to Building Code & Community Charter Changes

Jun 11, 2014

The Province of B.C. has informed UBCM that it intends to implement a uniform building code and amend the Community Charter to eliminate local government concurrent authority in this area. The Province has invited UBCM to join an advisory group to review the proposed legislative changes on the condition that UBCM signs a confidentiality agreement prior to any discussions. UBCM is seeking membership response on the course of action proposed by the Province.

In response to a letter received from Minister Coleman, UBCM President Rhona Martin has indicated that UBCM is prepared to enter into consultations on a uniform building code, provided there is an opportunity for meaningful dialogue and the ability to influence the development of the legislation. UBCM has also indicated that we are unwilling to sign the confidentiality agreement required to participate in the Modernization Advisory Group since it would remove UBCM's ability to consult with the Executive or membership at this time. UBCM believes that further work is required to understand the full implications of the proposed legislative changes - such as the impact on public safety - before they are implemented.

The Province has been seeking to move to a uniform building code for almost ten years. The issue has also been the subject of two UBCM policy papers in 2007 and 2012. In the current system local governments can enact bylaws that meet or exceed building code standards, allowing for customization of standards appropriate to the needs particular to a community or region. For example, following the Kelowna Wildfire in 2003, local governments in the region adjusted their building codes to prohibit use of building materials like cedar roofs that are highly flammable. The new proposal would appear to eliminate the ability of local governments to make such customizations in the future.

Under a uniform Building Code the Province is to have sole authority for the B.C. Building Code and regulations. Local government is expected to eliminate all technical building requirements in its bylaws that are inconsistent with the Code. The Province will determine what new building products and technical requirements will be acceptable across the province. Local government building officials will also be required to meet mandatory Provincial qualification requirements to ensure consistent Code interpretation and compliance.

A two-year transition period has been proposed to give local governments time to amend its bylaws and a four-year transition period has been proposed to ensure that building inspection staff meet the mandatory Provincial training qualifications. The Province has indicated that the changes will apply to the Community Charter, but not to the City of Vancouver Charter.

UBCM is looking for local government response on the course of action proposed by the Province. Questions or comments should be directed to [Ken Vance](#), Senior Policy Advisor.

Additional information on the changes proposed to the building regulatory system are available on the Ministry of Mines, Energy and Natural Gas [website](#).

**Follow Us On**

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*City of Pitt Meadows*

OFFICE OF THE MAYOR

Agenda

July 2, 2014

Honourable Coralee Oakes  
Minister of Community, Sport and Cultural Development  
PO Box 9056  
STN PROV GOVT  
Victoria, BC V8W 982

Dear Minister Oakes,

Re: Unified Building Code Effect on Local Governments Provision of Public Safety

The recent Ministerial release of the Province's intent to implement a Unified Building Code within the next 24 months is of significant concern to many, if not all, local governments. The removal of local ability to introduce concurrent authority in regard to aspects of construction, especially related to public safety, can only occur if it is replaced by significantly enhanced legislation from the Province to fill the void.

The decision to institute a Unified Building Code (UBC) currently rests with the Ministry of Natural Gas Development, Minister Responsible for Housing and Deputy Premier. However, the Ministry of Communities, Sport and Cultural Development must be involved as the impacts of the UBC, as described currently, are likely to directly and negatively impact community safety. Public Safety is a primary role of all levels of government and must take priority over all other considerations. Reducing levels of safety through legislation designed to enhance business is unacceptable.

The City of Pitt Meadows has a highly successful fire sprinkler component to our Building Bylaw that has enhanced public safety, reduced fire service costs, and dramatically reduced fire losses (both human and structural). It has never experienced negative "push back" from home-owners, builders or developers for over 19 years! The positive results of the local fire sprinkler requirements above those contained within the current Building code are irrefutable. Removal of the ability for the City to continue to ensure such efficient and effective service is unacceptable without an alternative solution that, at minimum, provides the City with equal or better results to those obtained by the current system.

The Union of BC Municipalities (UBCM) has responded to the Province by agreeing to engage in open, consultative discussion related to acceptable alternatives that address these types of concerns for a number of different Code areas. At least one smaller Working Group, discussing fire sprinklers, is also underway and includes representatives from local government, the Provincial Building Safety and Standards Branch, the Office of the Fire Commissioner, fire services, building and sprinkler trades, engineering and architectural professionals, and others.

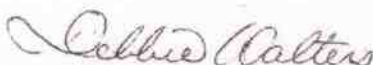
The Fire Chiefs Assoc of BC has also taken the position whereby any legislative changes to the Building Code which reduce the level of public safety related to fire protection in any community is unacceptable. There are approximately 30 local jurisdictions with local legislation similar to that utilized in Pitt Meadows, including the City of Vancouver. There is simply no evidence that has been presented which suggests that reducing public safety, through elimination of local concurrent regulation, can be justified in order to improve construction practices. In fact, the evidence indisputably points to the contrary and jurisdictions all across Canada and the USA are recognizing that increased requirements for safety are needed and desired by the public at large.

The decision to institute a Unified Building Code (UBC) currently rests with the Ministry of Natural Gas Development and Minister Responsible for Housing and Deputy Premier. However, the Ministry of Communities, Sport and Cultural Development, as well as the Ministry of Justice, through EMBC and the Office of the Fire Commissioner (OFC), must be involved as the impacts of this proposed change are sweeping and directly affect public safety and community development.

Separate letters addressed to these Ministries will be sent describing the position of the City of Pitt Meadows related to introduction of a Unified Building Code and its apparent negative impact on our ability to provide highly efficient, effective and safe local government services.

Mr. Minister, please understand that the City recognizes the challenges for business related to multiple, and oftentimes, conflicting local regulation. However, there are solutions that do not result in a reduction of public safety, such as increased Code requirements for things such as fire sprinkler use and building standards in interface locations. It is incumbent on the Province to work with local government on this issue, not to dictate standards which will negatively impact public safety and local government service delivery.

Respectfully,



Deb Walter  
Mayor

CC: Minister of Natural Gas Development and Responsible for Housing  
Minister of Justice and Attorney General  
Union of British Columbia Member Municipalities  
Doug Bing, MLA  
Pitt Meadows Council  
Don Jolley, Fire Chief

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: July 4, 2014  
Subject: UBCM Meetings

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**RECOMMENDATION**

THAT Council provides direction to staff on its appointment requests for UBCM and on the development of related information materials.

**BACKGROUND**

The Union of British Columbia Municipalities (UBCM) will host its annual convention in Whistler, BC from September 22 to 26, 2014. The theme of the convention will be *Leading Edge Local Governance*.

The provincial appointment book has been released to City staff so that meetings may be scheduled. Meetings may be requested with the Premier, Ministers, and Provincial Government Staff, including Agencies, Commissions, and Corporations. If Council identifies a particular topic for which the responsible person may not be evident, staff can contact the Provincial Appointments Desk to identify the appropriate person with whom a meeting may be scheduled.

The deadline for submitting requests is August 29, with the exception of the Premier and the Minister of Community, Sport, and Cultural Development, which is August 15. In addition, after August 29, appointments may be made at the Provincial Appointments Desk during the convention.

Staff are available to research and develop information materials for Mayor and Council on any topic upon request.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

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Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO  
From: Jennifer Bellamy, CFO  
Date: July 8, 2014  
Subject: 2014 Strategic Community Investment Fund Letter

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**Recommendation:**

THAT Council receives and files the attached correspondence

**Background:**

Attached is correspondence received from the Ministry of Community, Sport and Cultural Development for the 2014 payment of the Small Community Grant through the Strategic Community Investment Fund. These funds are provided for in the 2014 budget to support local government services and help reduce the tax rate increase.

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer

agenda

**Bettyann Kennedy**

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**From:** LGIF CSCD:EX [LGIF@gov.bc.ca]  
**Sent:** Friday, June 27, 2014 11:46 AM  
**To:** 'info@cityofenderby.com'  
**Subject:** 2014 Strategic Community Investment Fund Letter

Ref: 155711

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

Email: [info@cityofenderby.com](mailto:info@cityofenderby.com)

cc: [jbellamy@cityofenderby.com](mailto:jbellamy@cityofenderby.com)

Dear Mayor Cyr and Councillors:

Strategic spending by British Columbia communities stimulates local economies, encourages growth, creates local jobs, and helps offset the effects of the ongoing global economic downturn. Recognizing this, the Province of British Columbia developed the Strategic Community Investment Fund (SCIF) to provide accelerated grant funding to local governments. The current iteration of SCIF covers five payment installments over three calendar years (2012 through 2014).

To date, the current iteration of the SCIF program has provided local governments with \$232.4 million in accelerated grant funding. This resulted in local communities receiving more provincial funding sooner, giving greater certainty and improved financial flexibility for the future.

The June 2014 payment installment will total \$73.7 million, consisting of \$38.6 million for the Traffic Fine Revenue Sharing Program to help municipalities enhance policing and community-based public safety programs, and \$35.1 million for Small Community and Regional District Grants supporting local governments to provide services in areas with smaller tax bases.

For your community, the following amount(s) were transferred to you on or before June 30, 2014.

- Small Community Grant \$285,413
- Traffic Fine Revenue \$ 0

As with the previous Strategic Community Investment Fund program, we expect that local governments will continue to report publicly on the use of these funds through the annual reporting requirements.

Sincerely,

*"Original signed by"*

Coralee Oakes  
Minister of Community, Sport and Cultural Development

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THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: July 8, 2014  
Subject: Girl Guides SOAR Road Closure Request

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**RECOMMENDATION**

THAT Council exempts the Girl Guides SOAR road closure request from the requirement to petition affected business owners regarding its road closure application;

AND THAT Council approves the road closure application.

**BACKGROUND**

The Girl Guides Spirit of Adventure Rendezvous (SOAR) Committee submitted the following road closure application for its parade on July 19, 2015, from 6:30pm until approximately 8:00pm. The proposed road closure will affect the following streets:

- Kate
- Howard
- Belvedere
- Cliff (partial)
- Kildonan (partial)

The parade will be escorted by the RCMP. The parade marshal will be David Adams. Mr. Adams will also be coordinating traffic control; in his capacity as parade marshal for past Canada Day and Christmas parades, which have historically followed largely the same route, he is already very familiar with the location.

As this is a first-time event, it needs to be approved by Council. As the event is a one-off which will have a relatively minimal impact on business given the day and time, staff recommend that Council waive the requirement for a petition of affected businesses.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

**Schedule A**  
**Application for a Temporary Road Closure for a Community Event**

Is this a first-time or relocated event?

Yes      No

Name of Sponsoring Organization Girl Guides of Canada SOAR 2014

Name of Contact Person Vicky Ford vford@shaw.ca

Telephone or Email 604 539 8532 cell 778 232 8000

Name of Event Girl Guides of Canada SOAR 2014 PARADE

Date(s) of Closure JULY 19<sup>th</sup> 2014

Start time for Closure 6:30 PM      End time for Closure 5:00 PM

Location of Closure KATE ST → HOWARD → BELVEDERE →  
CLIFF AVE → RIVERWALK → KILDONAN

**Required Attachments**

- Map showing closure and emergency access route
- Petition of affected business owners (if applicable) NIA
- Certificate of insurance (if applicable) ALREADY IN PLACE FOR SOAR 2014

**Indemnity:** The applicant agrees to indemnify and save harmless the City of Enderby from and against any and all claims, including but not limited to harm, damage, injury, or loss to body or property caused by, arising from, or connected with any act or omission of the applicant or any agent, employee, customer licensee or invitee of the applicant, and against and from all liabilities, expense costs and legal or other fees incurred in respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property, facilities, or services of the City. The applicant will be required to obtain and keep in force throughout the period of use insurance in a form specified by the City of Enderby unless waived in writing.

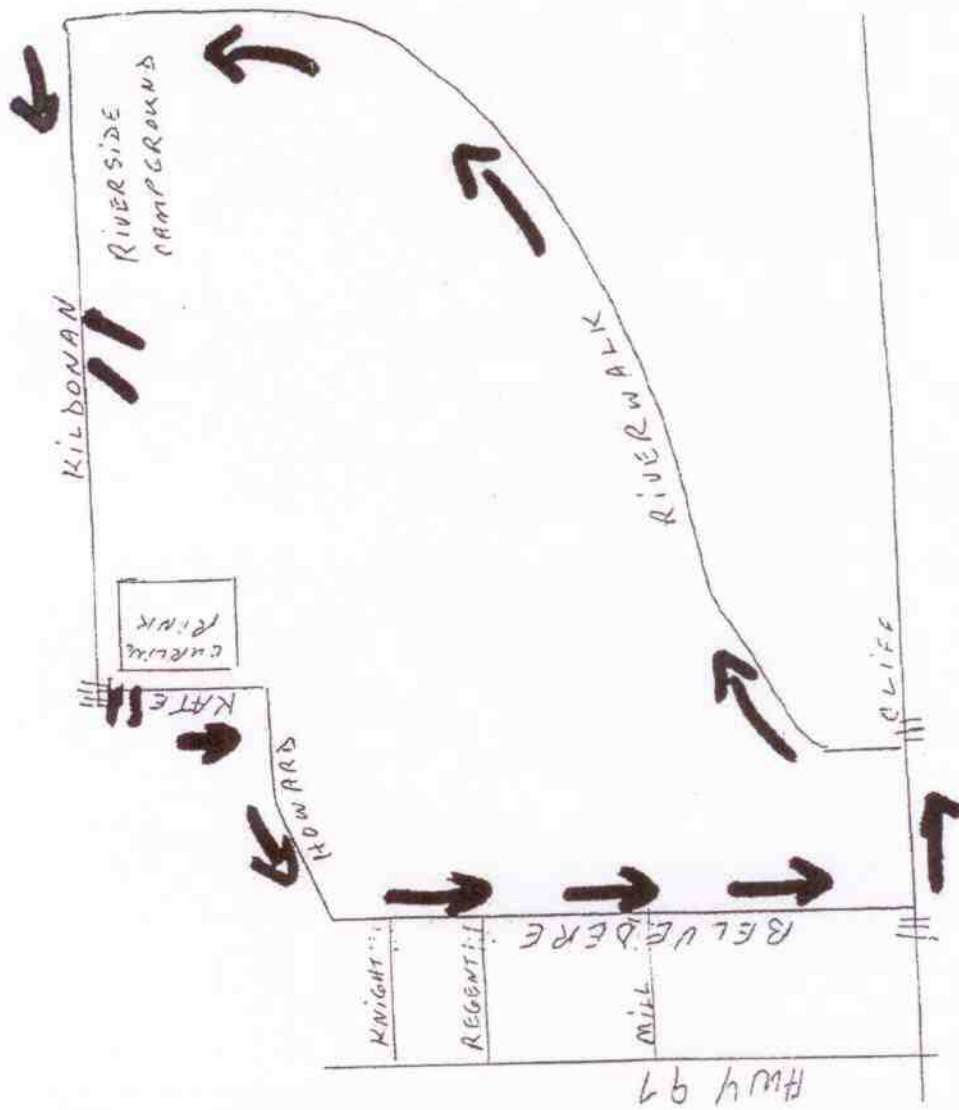
Authorized Signatory Ann Hosein      Date 3/6/14

Do Not Complete -- For Administrative Purposes		
Approved by <u>TAZ</u>	Date	<u>July 8/2014</u>
Certificate of Insurance	<input checked="" type="radio"/> Yes      No	N/A
Map	<input checked="" type="radio"/> Yes      No	N/A
Petition of Affected Business Owners	<input checked="" type="radio"/> Yes      No	N/A

Ann Hosein is signing as an Authorized Contract Signer of Girl Guides of Canada-BC Council, and takes no personal responsibility, nor incurs any personal liability, for how the terms of the contract are carried out. This contract is being signed on behalf of Girl Guides of Canada-BC Council and any claims brought in connection with this contract must be brought against Girl Guides of Canada and not against the Authorized Contract Signer.

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PROPOSED PARADE ROUTE  
 GIRL GUIDES OF CANADA SOAR 2014  
 JULY 19<sup>th</sup> 2014 6:30 - 8 PM

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: July 10, 2014  
Subject: Road Capital Projects 2014 Tender Award

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**RECOMMENDATION**

THAT Council awards the tender for the 2014 capital road project, in the amount of \$849,081.72, to Mounce Construction.

**BACKGROUND**

Tenders for the 2014 road capital project, consisting of Mill Avenue from George Street to Maud Street and Belvedere Street from Cliff Avenue to Mill Avenue, were opened on July 9, 2014. Mounce Construction was the low bidder at \$849,081.72 plus GST. Mounce's bid is under the City's budget of \$1,006,000, although this budget was subsequently reduced by \$50,000 due to the removal of the rail line. Consistent with that budget, the City will supply the street lights.

Further to previous discussions, the contractor will most likely complete two of three blocks this year, with the remaining block to be started and completed in early 2015; this approach will ensure that a road is not left unfinished during the winter.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer



July 10, 2014  
File 1584.9

Tate Bengtson  
City of Enderby  
619 Cliff Avenue  
PO Box 400  
Enderby BC V0E 1V0

Dear Mr. Bengtson:

**Reference: Recommendation of Award - Mill Avenue Upgrade**

Tenders for the above captioned project were received and opened on July 9, 2014 at 2pm in our office. We have attached the summary of the bids for your records. These numbers have been checked for accuracy and verified. The tender submitted by D Webb Contracting did not provide bid securities and therefore will be rejected. The totals before GST for each bid were as follows:

Mounce Construction	\$849,081.72
Mountain Side Earthworks	\$933,832.55
CGL Contracting	\$943,316.00
R355 Enterprises	\$1,078,217.46

All bids noted above included proper securities and acknowledgment of addendum #1.

Mounce Construction is the low bidder with a tender price of \$ \$849,081.72 plus GST. Our March 13, 2014 budget for the works was \$1,006,000. The March budget included approximately \$50,000 for work related to the railway crossing which is not required nor included in the tendered works. In addition, the current tender requires the City to supply the street lights, as the final pole selection is to be determined. To cover these costs, an additional \$30,000 should be added to the tender price. Therefore, the final project cost based on the tendered value and the additional street light costs will be approximately \$880,000 plus GST.

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3710B 28<sup>th</sup> Street  
Vernon BC V1T 9X2  
250-503-1023

In discussions with the contractor, it has not been confirmed which section of the project will be deferred to next year, however, it will only be 1 block. A final decision on which section will be made nearer to the start of construction. The contractor also indicated that they would like to start the works on the east side of the railway line in mid August, with the works to the west not being started until September 2, 2014 which is consistent with the contract documents.

Our office has completed many projects with Mounce Construction over the years and are confident they can complete the works as necessary. Therefore, we recommend that the City of Enderby accept the tender price submitted by Mounce Construction and award the job to them, subject to budget availability. Upon confirmation of same, we will prepare the award letter.

Should you have any questions or require further clarification, please do not hesitate to contact the undersigned at your convenience.

Sincerely,

**Monaghan Engineering & Consulting Ltd.**



Brian Monaghan, P.Eng  
Project Manager

Attachment